WILLMAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 7, 2022 AT 6:30 PM
BOARD ROOM, HEALTH AND HUMAN SERVICES BUILDING
2200 – 23RD STREET NE, WILLMAR, MINNESOTA
ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

1. Call Meeting to Order

2. Roll Call

3. Pledge of Allegiance

4. Proposed Additions or Deletions to Agenda

5. Consent Items:

Approve:	A.	City Council Minutes of January 18, 2022
	B.	Willmar Municipal Utilities Commission Minutes of January 24, 2022
	C.	Rice Hospital Board Minutes of December 1, 2021
	D.	Park and Recreation Board Minutes of December 15, 2021
	E.	Accounts Payable Report for December 30, 2021 - February 1, 2022
	F.	Approve Park and Recreation Board Bylaws
	G.	Appointment to Rice Hospital Board – Michael May MD
	H.	Application for Exempt Permit - Rocky Mountain Elk Foundation
	I.	Purchase of Kubota RTV and Attachments – Public Works Department
Accept	J.	Building Report for the Month of January, 2022
	K.	Convention and Visitors Bureau Minutes of December 21, 2021
Information:	L.	Appointment to Airport Commission – Ryan Nelson
	M.	Appointment to Planning Commission – Jasmine Miller

6. Approve Consent Agenda Items

7. Items Removed from Consent Agenda

8. Open Forum (individuals limited to three (3) minutes)

9. Consideration of Minn West Technology Campus Tax Abatement

10. Consideration of Professional Services Agreement with Bolton and Menk for Airport Apron Expansion Project

11. Consideration of Amendment No. 2 with Bolton and Menk for the 2022 Street Improvements

12. Consideration of Reappropriation of CIP Funds for Purchase of Two Docks for the Boat Landings of both Foot and Willmar Lakes

13. Consideration of Cooperative Construction Agreement with Kandiyohi County for Overlay Improvements on 7th Street NW

14. Consideration of Update to Facility Use Policy Shelter Cancellation Procedures

15. Consideration of Premise Permit for Willmar Hockey Association at Foxhole Brewhouse Inc.

16. Consideration of Premise Permit for Willmar Hockey Association at the Willmar Community Golf Club

17. "Community Pride" Announcements

18. Executive Session to Discuss
    - Evaluation of the performance of Leslie Valiant, City Administrator pursuant to Minn. Stat. § 13D.05. subd. 3(a))

19. Adjourn

CITY OF WILLMAR

MISSION STATEMENT

The City of Willmar is committed to providing responsible municipal service in an open, effective and efficient manner to all citizens of the local and area community. The ultimate goal is to preserve and enhance the quality of life for future generations.

COMMUNITY VALUES

Fiscal Responsibility

Excellence in the Delivery of Service

Quality Service

Ethics and Integrity

Visionary Leadership and Planning

Open and Honest Communication

Professionalism

RESOLUTION NO. 17-90

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILLMAR, MINNESOTA SUPPORTING THE CONSENSUS OF THE JULY 22, 2017 STRATEGY WORK SESSION

Motion By: Plowman Second By: Mueske

WHEREAS, the City Council of the City of Willmar on July 22, 2017 held a Council Strategical Retreat to prioritize and reach a consensus with respect to views on capital projects.

WHEREAS, multiple projects were discussed under three categories defined as Facilities, Stormwater Management and Parks to provide additional guidance regarding execution of those projects.

WHEREAS, the following summary of capital priorities was reached:

Facilities:

1. City Hall (high consideration given to consolidation of multiple facilities)
2. Civic Center (ice plant is urgent/consider consultant for master plan) · COMPLETED
3. Community Center/Auditorium tied (both guided by community input, tuckpointing of Auditorium immediate concern)
4. Aquatic Center (pool bottom repair immediate concern) COMPLETED

Stormwater Management:

1. Western Interceptor (design 2017, construction 2018) COMPLETED
2. Menards (design and land purchase 2018, construction 2019)
3. Kennedy School Area (not likely in the next five years)
4. Analyze annually and adjust plans COMPLETED · ONGOING

Parks:

1. Robbins Island ($250,000 match to receive $606,000 Legacy Grant) COMPLETED
2. Neighborhood Parks and Playgrounds (replace play units) PARTIALLY COMPLETED IN PROGRESS
3. Rice Park/Miller Park (complete Rice to plan, reconstruct tennis courts at Miller) COMPLETED
4. Swansson Park (improved lighting for Baker Field) COMPLETED

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that the priorities developed at the July 22, 2017 Council Work Session be supported and developed into next year and future City budgets.

Dated this 7th day of August, 2017

Mayor

Attest:

Judy Thompson
City Clerk

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
& BY ELECTRONIC MEANS (GO TO MEETING)
WILLMAR, MINNESOTA

January 18, 2022
6:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Thomas Butterfield, Michael O'Brien, Justin Ask, Vicki Davis, and Audrey Nelsen. Present 8, Absent 1. Council Member Andrew Plowman was excused from the meeting. Council Member Julie Asmus attended remotely.

Also present were City Administrator Leslie Valiant, Police Chief Jim Felt, Finance Director Steve Okins, Planning and Development Services Director Justice Walker, Interim Public Works Director Gary Manzer, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Fagerlie moved to approve the agenda, as presented. Council Member Nelsen seconded the motion, which carried unanimously.

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Minutes of January 3, 2022
B. Willmar Municipal Utilities Commission Minutes of January 10, 2022
C. **Resolution No. 2022-010 Authorizing Execution of Airport Maintenance and Operations Grant Contract**
D. **Resolution No. 2022-011 Approving Minor Subdivision of Matthew Timothy House**
E. **Resolution No. 2022-012 Approving Public Works International Truck Purchase with Snow Removal Equipment**
F. Reappointments to Boards/Commissions
   - Cody Miller, Dan O'Meara and David Little to Airport Commission
G. Building Report for the Month of December 2021
~~H. Appointment to Rice Hospital Board – Michael May MD~~

Council Member Fagerlie offered a motion to approve the consent agenda and introduced **Resolution No. 2022-009 Approving Consent Agenda Items.** Council Member Fagerlie asked that Item H. be pulled for discussion. Council Member Nelsen seconded the motion to approve the consent agenda items, with the exception of Item H. ,which carried on a roll call vote of Ayes 7, Noes 0.

Council Member Fagerlie asked for clarification in regards to Rice Hospital Board members and the allowance of one medical person to be a resident outside the City of Willmar. City Attorney Scott stated that is correct. Council Member Fagerlie then offered a motion to approve Item H. Council Member Nelsen seconded the motion, which carried unanimously.

There was no one present to speak during the Open Forum.

At 6:14 p.m. Mayor Calvin opened the public hearing for 2022 Street and Other Improvements. Interim City Engineer Jared Voge presented details of the proposed improvements for 2022.

Ricardo Aviles, 510 Charlotte Street SE, asked for clarification of the proposed improvements for his street.

Bruce DeBlieck, 820 7th Street NW, asked for clarification of the proposed improvements for his street.

There being no others to speak for or against the proposed improvements, Mayor Calvin closed the public hearing at 6:49 p.m. and opened it up for discussion by the Council. Following discussion, Council Member Fagerlie introduced **Resolution No. 2022-013 A Resolution Ordering the 2022 Street and Other Improvements and Directing Staff to Prepare Final Plans and Specifications.** Council Member Butterfield seconded the motion.

Following further discussion, Council Member Nelsen offered a motion to pull Sperryville parking lot from the list of proposed assessments. Council Member Butterfield seconded the motion, which failed on a roll call vote of Ayes 3, Noes 4. Council Members Fagerlie, Asmus, Ask, Davis and Nelsen voted "no".

The original motion then carried on a roll call vote of Ayes 7, Noes 0.

Planning and Development Services Director Walker presented a request to authorize the Mayor and Administrator to enter into a professional services agreement with BKV Group from the facilities RFP process.

Following discussion, Council Member Davis introduced **Resolution No. 2022-014 Awarding the City Facilities Study and Architect Design Consultant Services Agreement to BKV Group.** Council Member O'Brien seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Baker Tilly Representative Patti Heminover presented a request to approve the City Operations Director (Assistant City Administrator) search brochure.

Following discussion, Council Member Nelsen offered a motion to approve the brochure as presented. Council Member Ask seconded the motion.

Following further discussion, Council Member Fagerlie offered an amendment to change the title, for advertising purposes, to Assistant City Administrator (City Operations Director). Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 4, Noes 3. Council Members O'Brien, Davis, and Nelsen voted "no".

Interim Public Works Director Manzer presented a request to accept the memorandum of agreement with Willmar Municipal Utilities for water mains and fire hydrants.

Following discussion, Council Member O'Brien introduced **Resolution No. 2022-015 Authorization to Approve a Memorandum of Agreement with Willmar Municipal Utilities for Water Mains and Fire Hydrants.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

City Clerk Thompson presented a request to approve and acknowledge the donations for the third and fourth quarters of 2021.

Council Member Fagerlie introduced **Resolution No. 2022-016 Acknowledgement of Donations.** Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7. Noes 0.

City Administrator Valiant presented a request to approve a council work session to be held at 6:30 p.m. at the Willmar Fire Station training room on Monday, January 24, 2022, or Monday, January 31, 2022.

Following discussion, Council Member Fagerlie offered a motion to approve the work session to be held at 6:30 p.m. at the Willmar Fire Station on Monday, January 31, 2022. Council Member Davis seconded the motion, which carried unanimously.

Mayor Calvin offered the following comments: great things are happening in our community – get involved, be involved; the COVID numbers are increasing in our community according to the recent numbers – please wear your mask and get vaccinated.

Council Member Fagerlie offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion, which carried. The meeting adjourned at 8:05 p.m.

MAYOR

Attest:

SECRETARY TO THE COUNCIL

RESOLUTION NO. 2022-009

APPROVING CONSENT AGENDA ITEMS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, the City Charter for the City of Willmar requires the City Council approve all Consent Agenda items by resolution.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that all Consent Items of the January 18, 2022 City Council meeting be approved as presented.

.

Dated this 18th day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-010

RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar that the State of Minnesota Contract Number 1047535 "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.

The Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 18th day of January, 2021

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-011

A RESOLUTION APPROVING THE MINOR SUBDIVISION OF MATTHEW TIMOTHY HOUSE LOCATED AT 619 AND 621 TROTT AVENUE SW

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar to approve the minor subdivision of Matthew Timothy House to split the property into two parcels.

Dated this 18th day of January, 2022.

/s/ Marv Calvin
MAYOR

ATTEST:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-012

A RESOLUTION APPROVING THE PURCHASE OF A 2023 INTERNATIONAL DUMP TRUCK WITH SNOW REMOVAL EQUIPMENT IN THE AMOUNT OF $213,469.

Motion By: Fagerlie Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a 2023 International HV507 dump truck from North Central International of St. Cloud, LLC is accepted through State Contract No. 194866 in the amount of $96,095, and snow removal equipment from Tow Master Truck Equipment, LLC through State Contract No. 193042 in the amount of $117,374, and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidders for the terms and consideration of the contract in the total amount of $213,469 with tax and license paid at a later date.

Dated this 18th day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-013

A RESOLUTION ORDERING THE 2022 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO PREPARE FINAL PLANS AND SPECIFICATIONS.

Motion By: Fagerlie Second By: Butterfield

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.

2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2022 Street and Other Improvements.

3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.

4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 18th day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-014

A RESOLUTION AWARDING THE CITY FACILITIES STUDY AND ARCHITECT DESIGN CONSULTANT SERVICES AGREEMENT TO BKV GROUP.

Motion By: Davis Second By: O'Brien

Whereas the City of Willmar desires to retain a firm to provide professional services for the City Facilities Study and Architect Design; and

Whereas a proposal has been made by the firm of BKV Group at an estimated cost of $22,000;

Now therefore be it resolved by the City Council of the City of Willmar that said proposal be accepted and that the Mayor and City Administrator be authorized to execute an agreement on behalf of the City for the same.

Dated this 18th day of January, 2022

/s/ Marv Calvin
Mayor

Attest:

/s/ Judy Thompson
City Clerk

RESOLUTION NO. 2022-015

AUTHORIZATION TO APPROVE A MEMORANDUM OF AGREEMENT WITH WILLMAR MUNICIPAL UTILITIES FOR WATER MAINS AND FIRE HYDRANTS

Motion By: O'Brien Second By: Fagerlie

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the City Administrator be authorized to sign a Memorandum of Agreement between the City of Willmar and Willmar Municipal Utilities for water mains and fire hydrants.

Dated this 18th day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

RESOLUTION NO. 2022-016

ACKNOWLEDGEMENT OF DONATIONS

Motion By: Fagerlie Second By: Nelsen

WHEREAS, the City of Willmar has received donations that have been acknowledged by the City Administrator expressing the community's appreciation for the calendar period of July 1, 2021 through December 31, 2021.

$6,311.00	100 Yard Club – Toward Goal Posts at the new Recreation Turf Fields
6,311.00	Cardinal Pride – Toward Goal Posts at the new Recreation Turf Fields
686.00	Willmar Baseball/Fastpitch Boosters Association – Pitching Mound
100.00	Frances Hendershott – Willmar Police Explorers Program and Emergency Response Team
150.00	Kandiyohi County Corn & Soybean Growers Assn. – Fire Department Safety Equipment
200.00	Roma Fostervold – Willmar Police Explorers Program and Emergency Response Team
1,500.00	Stingers – Willmar Baseball LLC – Field Improvements at Swansson and Baker Complexes
50.00	Hormel/Jennie-O Turkey Store – "Drive-up and Treat" Halloween Event

150.00	Walt's Car Wash - "Drive-up and Treat" Halloween Event
25.00	Ridgewater Athletics Program - "Drive-up and Treat" Halloween Event
200.00	Dooley's Petroleum - "Drive-up and Treat" Halloween Event
500.00	Rick and Tracy Clark (Ryane Clark Fund) – Police Explorers Program
50.00	Perkins Lumber - "Drive-up and Treat" Halloween Event
100.00	Shelly Holmquist - "Drive-up and Treat" Halloween Event
120.00	Rev. David Rogers - "Drive-up and Treat" Halloween Event
80.00	Harriet Carlson – Policers Explorers Program in memory of Carl Jones
100.00	Bert Drist – Lumber for use in Community Center Wood Shop
200.00	Beverly Falk – Fire Department to be used at their discretion
150.00	Rick and Tracy Clark (Ryane Clark Fund) – Police Explorers Program
100.00	UCare - "Drive-up and Treat" Halloween Event
600.00	Vista Prairie at Copperleaf – "Curbside Crafts" Event at Community Center
250.00	Coborns Inc. – Police Department Willmar Area Community Emergency Response Team
100.00	Earline Schulstad – Police Explorers Program
500.00	Iron Warriors MC – Fire Explorers Program
3,000.00	Anonymous Donor – Police Department Safety Equipment
600.00	AgCountry Farm Credit Services – Willmar Fire Explorers

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota that the City formally accept the donations as listed above.

Dated this 18th day of January, 2022

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
CITY CLERK

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – JANUARY 24, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 24, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Abdirizak Mahboub, Kerry Johnson, Shawn Mueske, Dave Baumgart, and Carol Laumer. Absent was Commissioner Cole Erickson.

Others present at the meeting were: General Manager John Harren, Director of Administration Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Energy & Safety Outreach Coordinator Chris Radel, City Attorney Robert Scott, and City Councilman Michael O'Brien.

The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner DeBlieck welcoming newly appointed Commissioner Carol Laumer who will be serving a three-year term. Commissioner Laumer previously served on the Commission and will bring her vast knowledge and insight upon her return. Welcome back, Commissioner Laumer!

Commission President DeBlieck continued by asking if any revisions were needed to the presented agenda. There being none, a resolution to approve the Consent Agenda was requested. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Johnson seconded

RESOLUTION NO. 3

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- Minutes from the January 10, 2022, Commission meeting; and,
- Bills represented by vouchers No. 20220041 to No. 20220130 and associated wire transfers inclusive in the amount of $1,954,055.38.

Dated this 24th day of January 2022.

_____
President

Attest:

_____
Secretary

The foregoing resolution was adopted by a vote of six ayes and zero nays.

Director of Administration Johnson informed the Commissioner that Request for Proposals (RFP) to conduct the 2022 Rate Study had been issued on December 20, 2021. The RFP were sent to four consultants with two responses. An addendum had been added to address Time of Use (TOU) electric rates for residential EV customers. It was determined that additional data was required to conduct the electric portion of the proposed rate study. Therefore, it was the recommendation of staff to continue to compile data regarding the TOU rate setting, and to move forward at this time with the water portion of the rate study. Following review and discussion, Commissioner Mueske offered a motion to authorize

Dave Berg Consulting to conduct a Water Rate Study in the amount of $12,000. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays.

Energy & Safety Outreach Coordinator Radel presented the Commission with an annual overview of WMU's Energy Services/Safety Program/Marketing for 2021. Included in the presentation were the following items of interest:

a) Energy Services:
   i) Bright Energy Solutions (BES) Rebate Program:
      (1) 902,758.93 kWh saved in 2021 (compared to 1,425,847.93 kWh in 2020)
      (2) $77,185.82 paid back in 2021 (compared to $93,586 in 2020)
   ii) Load Share Program: implemented 26 days over 6 mos. (total of 104 hours)
   iii) Energy Services Goals for 2022
b) Safety Program:
   i) Safety Statistics including First Report of Injury: no medical treatment required
   ii) Lost Time Injury: 0 days
   iii) Safety Goals for 2022
c) Marketing Outreach including:
   i) Chamber Connection; WMU/MMUA Scholarship Program; educational programs; and, community involvement
   ii) Social media and website data review
   iii) Marketing Goals for 2022

At this time, Commissioner DeBlieck presented Commissioner Mahboub with a commemorative plaque honoring his years of service and dedication while serving as a member of the WMU Commission (2015-2022). His involvement and leadership are to be commended. At this time, Commissioner Mahboub accepted the honor and expressed his appreciation for the opportunity to serve as Commissioner throughout the years. Congratulations and best wishes, Zack!

The next order of business was to appoint members to serve on both the WMU Labor and Planning Committees for 2022. This topic had been tabled at the January 10th MUC meeting. At this time, Commissioner Laumer made a motion to remove the topic from the table to allow for the necessary action to be taken. Commissioner Mueske seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner DeBlieck continued by expressing his appreciation to the Commissioners for their input and willingness to serve as members of the WMU Labor and Planning Committees. DeBlieck requested consideration by Commissioners Mueske, Erickson, and Laumer to serve on the Planning Committee, and Commissioners Johnson and Baumgart to serve on the Labor Committee. Furthermore, Commissioner DeBlieck would serve as an interim for both committees as needed. Following discussion, Commissioner Mueske offered a motion to designate Commissioners Mueske/Erickson/Laumer to serve on the 2022 WMU Planning Committee, and Commissioners Johnson/Baumgart (with an additional member TBD) to serve on the 2022 WMU Labor Committee. Commissioner Baumgart seconded the motion which carried by a vote of six ayes and zero nays.

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update of the MRES and Western Minnesota Municipal Power Agency (WMMPA) Boards of Directors meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. At this time, a video summary from the December 2021 MRES and WMMPA Boards of Directors meeting was presented.

General Manager Harren informed the Commission that the amended *2022 Memorandum of Agreement for Water Mains and Fire Hydrants* between WMU and the City of Willmar has been completed. The Commission approved the MOA at their January 10th MUC meeting with full approval provided by the City Council at their January 18th meeting.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include software options for accounting & billing, new logo, and rate study. Tentative future Planning Committee agenda items will include water modeling & water treatment plant, Power Plant Substation, and agreement with David Turch & Associates (DTA).

For information: 2022 Upcoming meetings/events to note include:

- CHANGED TO VIRTUAL: MMUA Legislative Conference: Feb. 8-9 (DeBlieck/Laumer/Harren)
  - Zoom Mtg. with Rep. Dave Baker & Sen. Andrew Lang (Feb. 8 @ 3:00-3:30 pm)
- APPA Legislative Rally: Feb. 28 through March 2 (Washington, DC) (Laumer/Harren)
- APPA National Conference (Nashville, TN) June 10-15

There being no further business to come before the Commission, Commissioner Mueske offered a motion to adjourn. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:25 pm.

Respectfully Submitted,

WILLMAR MUNICPAL UTILITIES

_____

Beth Mattheisen
Executive Secretary

ATTEST:

_____

Carol Laumer, Secretary

CarrisHealth™
CentraCare

COMMUNITY HEALTH
PATIENT EXPERIENCE
REDUCE COST
PEOPLE of CENTRACARE

Carris Health – Rice Memorial Hospital Board Minutes
December 1, 2021
12:00-1:30 pm
Webex Only

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
Call to Order	Andrea Pieske called the meeting to order at 12:00 PM.	
Approval of Agenda	Agenda was reviewed and approved.	
Approval of Minutes	Meeting minutes from September 1, 2021 were reviewed and approved.	
Medical Staff Report	Ken Flowe, MD reported: • A couple of PA's have been hired for the ER. Recruitment report has been updated. Plenty of active candidates. • Dr. Flowe was recently working in the ER. Dr Flowe stated, there were twice has many patients than we had beds in the ER. Very thankful for new staff coming in.	

COVID-19 Update	Kathy Dillon
	• COVID patients are up 142 from one week ago. Up 625 from one month ago statewide. 160 in ICUs across the state.
	• 40% of patients in hospitals have COVID.
	• St. Cloud 98 total patients, 28 in Critical Care.
	• Carris 10 M/S, 2 ICU (both vented) 1 ESD.
	• RWF: 1 M/S, 1 T/C
	• Regionals: 4 Paynesville
	• Employees fully vaccinated 81.41%.
	• MN State is 70% of people age 5 and up.
	• Continue to work on:
	  ○ Capacity Management
	  ○ Balance COVID response with business recovery
	  ○ Incentives
	  ○ Employee support
	  ○ Critical supply monitoring
	  ○ Vaccinations for staff and the public
	  ○ Relief efforts DOD	

Quality Report	Kay Greenlee displayed a PowerPoint, titled, "What are we doing towards our journey of being a high reliability organization?"	

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)

	• We are truly here for the people we serve.
	• This will require us to standardize some of the skills that are used by the people within our organization.
	• Bundle of skills:
	  ○ Universal Relationship skills.
	  ○ Universal Skills of Reliability.
	  ○ HRO Leader Skills.
	• We are gaining feedback, putting it back together in a packet that is understandable to all front-line staff.	

Lease and Affiliation Agreement Report	<u>Rent/Debt obligation</u> • All payments are current. • Payments we updated as of 9/30/2021. • Debt has been refinanced with CentraCare as Obligated (Not the city of Willmar). <u>Intergovernmental Transfer Payments</u> • Payments were updated as of 9/30/2021. • ECPN: Updated payment for 2021 completed. <u>Service Commitments</u> • All service commitments are in compliance as substantially all services remain intact. • Rice Home Medical and the Ambulance Service continue to offer their products and services via leadership and direction through CentraCare Health. • Outpatient Dialysis Services are now offered through Forzenious/CentraCare joint venture. <u>Capital investments</u> • Capital investments since the inception of the Lease are $15.2 million with the expected average amount of capital investment to be $12.0 million by September 30, 2021. <u>Audited Financial Statements</u> • The CentraCare audit for fiscal year 2021 have been provided to the City of Willmar and are available on the EMMA site. <u>Carris Debt Refunding</u> • Carris health/CentraCare Refunded the 2021A and 2013 City of Willmar Hospital Bonds for debt service savings, transaction completed April 15, 2021.	

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)

	• The refunded debt is an obligation of the CentraCare Obligated Group (not the City of Willmar) and secured with other CentraCare outstanding debt
	• To maintain the tax-exempt nature of the debt, the City of Willmar is the conduit issuer of the refunded debt.
	• Conduit Benefits to the City of Willmar
	  ○ A conduit issuer is required to keep the tax-exempt nature of the financing.
	  ○ The City no longer has this debt obligation and corresponding receivable on their books.
	• Conduit Benefits to CentraCare/Carris
	  ○ Tax-exempt bond issues provide a small savings (lower interest payments) compared to taxable financings.
	
	Group discussion centered on other Capital investments and projects within the system.	

New Business
a. 2021 Gala Report
b. Board Replacements
  ○ **Lee Cafferty, MD**
  ○ **Andrea Pieske**
  ○ **Tony Ogdahl**
	a. Mr. Mike Schramm introduced Kristin Rucks.
	• Kristin reported 2021 goal = $250,000 Beneficiary: Carris Health-Dental Clinic Current Total: $252,985.00 (some gifts are still trickling in)
	• Dollars from Business Sponsors = $80, 600
	• Dollars from Individual Sponsors = $62, 700
	• Dollars raised to use to match for evening = $50,000
	• Dollars from Fund-a-Need donation = $43,000
	• Dollars from auction = $16, 685
	b. Mike discussed Andrea Pieske will be transitioning away from the Rice Board after today, she was on a 9-year term. Lee Cafferty, MD and Tony Ogdahl have submitted their resignations.
	  • David Anfinson and Mike May have board appointments being sent to the city.	

Topic	Discussion/Findings	Actions/Follow Up (include responsible person and due date)
	• Andrea Pieske and Jon Saunders are trustees on the Rice Trust at Bremer Bank. Mike will talk to David about being the second trustee. This is currently in the process.	
President Report	Mike Schramm reported: • Staffing and contingency planning. Challenged around several areas and service lines. • We were challenged in staffing before COVID. • There have been transitions for various reasons. • Majority of recruiting challenges are not due to vaccine requirement. • Bed capacity is extremely tight. • Significant changes starting the first of the year. Service Area change in IT. From 2 to 1 service area. Has a lot of operational impact. • Work around rebranding and unifying brand of One CentraCare. Will see changes this summer into next year. • Working on recruitment/retention across the system. Nursing home is a big challenge.	
Other **a. City Council Report**	Audrey Nelson reported: • Lots of projects still happening. • In conversations regarding our budget. • Will have property tax hearing on December 6. • Good things happening around the city in various ways.	
Adjournment	Meeting adjourned at 1:05 pm.	

Next Meeting: March 2, 2021

Minutes Taken By: Trista Hegreberg

Attendance:

A/P	Name w/Professional Designation (MD, RN, LPN, SW, etc.)	Education (BSN, DNP, BA, etc.)	National Certification (CCRN, CEN, NE-BC, etc.)	Job Title (Director, Educator, etc.)	Department / Location
P	Andrea Pieske, President				
P	Shane Johnson				
P	Peggy Sietsema				
P	Jon Saunders				
A	Ken Behm				
P	Lee Cafferty, MD				
A	Tony Ogdahl				
P	Mike Schramm				
P	Audrey Nelson				

A/P	Name w/Professional Designation (MD, RN, LPN, SW, etc.)	Education (BSN, DNP, BA, etc.)	National Certification (CCRN, CEN, NE-BC, etc.)	Job Title (Director, Educator, etc.)	Department / Location
Guests:					
p	Ken Flowe, MD				
P	Kathy Dillon				
P	Kay Greenlee				
P	Gary Anderst				
P	Kristin Rucks				

PARKS AND RECREATION BOARD
December 15, 2021 1:30PM
4 Season Shelter at Robbins Island

Members Present:	Jim Anderson, Chloe Quinn, Val Swanson, Rand Middleton, Alissa Norsten
Staff Present:	Rob Baumgarn, Curt Hein, Rachel Centellas, Britta Diem, Alex Sobieck, Ryan Scheffler, Gary Manzer
City Council Members:	Julie Asmus
Guest:	Gary Peterson

Chairman Anderson called the meeting to order and took roll call.
Chairman Anderson asked for any additions or deletions to the agenda, Rob asked if there was time at the end to go through the fee schedule one last time.
Chairman Anderson asked for an approval of the November minutes. Val made a motion and Alissa seconded. All were in favor. Motion passes. November meeting minutes approved.

There was one person in attendance for public comments. He mentioned that the roof at the Civic Center is leaking and would like to see this issue addressed.

Chairman Anderson moved to talk about the Indoor Gun Range extension. Gary Peterson was in attendance to explain why he is asking Council for an extension of the closure of the Indoor Gun Range. He is requesting a 6 week extension of the closure in order to be able to perform more gun safety classes indoors during the cold winter months. He wants a safe space for these kids to learn how to properly use and shoot a gun. Gary wants to open his own indoor range, but is having problems with zoning within the City, this wouldn't be worked out for at least a year. Gary is looking for a recommendation from the board on his 6 week extension to take to the City Council. Discussion was had about the zoning options and if the range would be open to all users or just Gary. Staff said they would open it up for all users if the extension was approved. Rand made a motion to approve the 6 week extension of the Indoor Gun Range closure. Val seconded. All were in favor. Motion approved.

Gary moved on to talk about the Rau Park Parking lot. He said that the county will be re-doing the road that goes by Rau Park this summer and it would be the ideal time to re-do the parking lot. There are three different design options to choose from for parking lot. One that increases parking and there could be some barriers put up by the road, one with slanted parking with less spots and one with a concrete median. Staff is suggesting that the design that adds parking spots and has barriers to the street is what they are wanting to do. There was discussion about the parking lot and agreed option #2 would be best.

Rob went to talk about the Adopt-A-Park program. He has been approached by community members recently about a similar concept and thought the Adopt-A-Park program would be something great for Willmar. He would need to look into guidelines, safety regulations, and terms of agreements and expectations for what it would look like. He asked the board if this is something they would want him to

look further into and draft a model of what it could look like to bring back to the next meeting. Discussion was had about what it could entail and if there would be signage at the parks to recognize the Adopt-A-Park program. Rob will start working on a draft to bring back to the board at the next meeting.

Rob moved on to talk about the Invest in Willmar updates. Swanson fields turf is all installed, they are working on the grandstand and press box now, as well as the fencing. Light poles should be going up next week. The siding is all up on the shelters at Robbins Island and they will be starting to work on the inside of Guri now. Some doors have been installed for the Recreation Fields projects. Most of what's left on this project will happen in the spring. All walls are up at the Recreation and Events Center and the steel will come in January.

There were no questions on the Coordinators reports. Council member Asmus just made a comment that the Council is working on getting a pay increase for part-time employees.

Rob moved to talk about the fee structure. Discussion was had on how to monitor the usage of the turf fields and how much will be charged for them. They are in a similar price range to New London.

For board announcements there was just a thank you to Val for being on the board and wishing her luck. Rand asked what had been happening at the DOAC a while back, and there was additional patio space created. He also asked about weekend outdoor rink cleaning.

Val made a motion to adjourn the meeting. Chloe seconded. All were in favor. Meeting adjourned.

Report Selection:

Optional Report Title.....INCLUDES ONLY POSTED TRANS

INCLUSIONS:

Fund & Account.		thru	
Check.. Date.....	12/30/2021	thru	02/01/2022
Source Codes.....		thru	
Journal Entry Dates.....		thru	
Journal Entry Ids.....		thru	
Check.. Number.....		thru	
Project.....		thru	
Vendor.....		thru	
Invoice.....		thru	
Purchase Order.....		thru	
Bank.....		thru	
Payment Method...			
Totals Only?.....	N		
1099 Vendors Only?.....			
Lower Dollars Limit.....			
Create Excel file & Download	N		

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
J		01		MNWIPRT12	Y	S	6	066	10			

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ACE ROLLOFFS & DISPOSAL 003696													
63972	02/01/22	GARBAGE SERVICE-JAN	46.15		231/1-22			D	-			CLEANING AND WAS	101.43425.0338
63972	02/01/22	GARBAGE SERVICE-JAN	49.56		233/1-22			D	-			CLEANING AND WAS	101.45435.0338
63972	02/01/22	GARBAGE SERVICE-JAN	154.51		234/1-22			D	-			CLEANING AND WAS	101.45433.0338
63972	02/01/22	GARBAGE SERVICE-JAN	52.70		237/1-22			D	-			CLEANING AND WAS	101.42412.0338
63972	02/01/22	GARBAGE SERVICE-JAN	64.74		238/1-22			D	-			CLEANING AND WAS	101.41408.0338
63972	02/01/22	GARBAGE SERVICE-JAN	64.74		238/1-22			D	-			CLEANING AND WAS	101.45427.0338
63972	02/01/22	GARBAGE SERVICE-JAN	202.64		239/1-22			D	-			CLEANING AND WAS	101.43425.0338
63972	02/01/22	GARBAGE SERVICE-JAN	24.23		240/1-22			D	-			CLEANING AND WAS	651.48484.0338
63972	02/01/22	GARBAGE SERVICE-JAN	209.71		241/1-22			D	-			CLEANING AND WAS	651.48484.0338
			868.98	*CHECK TOTAL									
		VENDOR TOTAL	868.98										
ADIATU/KAYODE 003691													
63973	02/01/22	REIMB. FOR EARBUDS	16.16		011322			D	-			SMALL TOOLS	101.41402.0221
ALEX AIR APPARATUS INC 002061													
63859	02/01/22	*21*FIREFIGHTER BOOTS	320.19		INV-44941			D	-			SUBSISTENCE OF P	101.42412.0227
63974	02/01/22	THERMAL IMAGING CAMERA	4,995.00		INV-45061			D	-			SMALL TOOLS	101.42412.0221
63974	02/01/22	CLASS A FOAM	515.00		INV-45071			D	-			GENERAL SUPPLIES	101.42412.0229
63974	02/01/22	AED DEFIBRILLATOR PADS	132.95		INV-45124			D	-			GENERAL SUPPLIES	101.42411.0229
63974	02/01/22	DEFIBRILLATOR PADS	132.95		INV-45165			D	-			GENERAL SUPPLIES	101.42411.0229
63974	02/01/22	COMP. AIR QUALITY TEST	141.25		4946			D	-			PROFESSIONAL SER	101.42412.0446
			5,917.15	*CHECK TOTAL									
		VENDOR TOTAL	6,237.34										
ALPHA TRAINING & TACTICS 003136													
63860	02/01/22	*21*BALLISTIC VEST/ARMO	890.33		2021-446			D	-			SUBSISTENCE OF P	101.42411.0227
AMAZON CAPITAL SERVICES 003557													
63861	02/01/22	*21*USB HUB AND CORD	49.66		1CQR-QHM6-YFMV			D	-			SMALL TOOLS	101.41409.0221
63861	02/01/22	*21*VOICE RECORDER	293.23		1LP6-TFRD-Y7MV			D	-			SMALL TOOLS	101.42411.0221
63861	02/01/22	*21* TV FOR TRNG ROOM	1,728.99		1MGL-K6XJ-3PQH			D	-			SMALL TOOLS	101.42411.0221
63861	02/01/22	*21*MONITOR LIVINGGOOD	268.89		1NXR-X6PT-JH44			D	-			SMALL TOOLS	101.41409.0221
63861	02/01/22	*21* DRONE QUADCOPTER	988.00		11CP-F1XY-HRT6			D	-			SMALL TOOLS	101.41409.0221
63861	02/01/22	*21*LED SPOTLIGHT	434.10		11QQ-JG9R-4V1G			D	-			GENERAL SUPPLIES	101.42411.0229
			3,762.87	*CHECK TOTAL									
63975	02/01/22	CABLE TIES	33.45		1CQR-QHM6-YFNR			D	-			GENERAL SUPPLIES	101.42411.0229
63975	02/01/22	COMPUTER SPEAKERS	25.97		1DNN-JFQ4-WDKW			D	-			SMALL TOOLS	101.41409.0221
63975	02/01/22	TONER CARTRIDGES	226.60		1DNN-JFQ4-964D			D	-			OFFICE SUPPLIES	101.42411.0220
63975	02/01/22	WARNING TAPE	99.50		1D9Y-GHRP-99M6			D	-			GENERAL SUPPLIES	101.42411.0229
63975	02/01/22	CEE-VI NEW MONITOR	239.00		1FPT-HKLX-7Q6V			D	-			SMALL TOOLS	101.41409.0221
63975	02/01/22	USB DRIVES	89.98		1HMM-F1DM-WXL6			D	-			SMALL TOOLS	101.42411.0221
63975	02/01/22	KEYBOARD WRIST REST	17.98		1LKT-F7P4-XF6W			D	-			OFFICE SUPPLIES	101.42411.0220
63975	02/01/22	DISPOSABLE FACE MASKS	11.88		1T3Q-YPGM-KMYW			D	-			GENERAL SUPPLIES	101.42411.0229
63975	02/01/22	COMMAND POST LIGHTS	113.14		1WGY-1HTL-4VLQ			D	-			SMALL TOOLS	101.42411.0221

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
AMAZON CAPITAL SERVICES 003557													
63975	02/01/22	PRINTER POWER ADAPTORS	39.97		13HG-J9W7-3FJF			D	-			SMALL TOOLS	101.42411.0221
63975	02/01/22	3M N95 RESPIRATOR MASK	59.95		14XT-FF76-RQTX			D	-			GENERAL SUPPLIES	101.42411.0229
63975	02/01/22	VOICE RECORDER	399.99		17MH-4FCR-1473			D	-			SMALL TOOLS	101.42411.0221
			1,357.41	*CHECK TOTAL									
		VENDOR TOTAL	5,120.28										
AMERICAN WELDING & GAS I 000057													
63862	02/01/22	*21* FIRE EXT. INSPECTIO	38.00		08041104			D	-			MTCE. OF EQUIPME	101.45435.0334
63862	02/01/22	*21* WELDING GAS	80.80		08254758			D	-			GENERAL SUPPLIES	101.43425.0229
			118.80	*CHECK TOTAL									
		VENDOR TOTAL	118.80										
ANDERSON LAW OFFICES 002954													
63863	02/01/22	*21*LEGAL SERVICES-DE	17,020.35		2144			D	N	01		PROFESSIONAL SER	101.41406.0446
ANDERSON/ALEXANDER 003265													
63976	02/01/22	MSCIC CONFERENCE	82.00		011122			D	-			TRAVEL-CONF.-SCH	101.42411.0333
ANDERSON/JON .02252													
63977	02/01/22	FOOD FOR FIRE CALL	43.04		010222			D	-			TRAVEL-CONF.-SCH	101.42412.0333
ARAMARK 000051													
63864	02/01/22	*21* UNIFORM RENTAL	65.22		256000059339			D	-			RENTS	101.43425.0440
63864	02/01/22	*21* UNIFORM RENTAL	11.77		256000059359			D	-			RENTS	101.42412.0440
63864	02/01/22	*21* UNIFORM RENTAL	77.00		256000061757			D	-			RENTS	101.43425.0440
63864	02/01/22	*21* UNIFORM RENTAL	9.70		256000061836			D	-			RENTS	101.42412.0440
63864	02/01/22	*21* UNIFORM RENTAL	68.09		256000064244			D	-			RENTS	101.43425.0440
63864	02/01/22	*21* UNIFORM RENTAL	9.70		256000064262			D	-			RENTS	101.42412.0440
63864	02/01/22	*21* UNIFORM RENTAL	77.00		256000066712			D	-			RENTS	101.43425.0440
63864	02/01/22	*21* UNIFORM RENTAL	9.70		256000066759			D	-			RENTS	101.42412.0440
			328.18	*CHECK TOTAL									
		VENDOR TOTAL	328.18										
ASCAP 001253													
63978	02/01/22	2022 MUSIC LICENSE FEE	390.00		500578878/2022			D	-			SUBSCRIPTIONS AN	101.45433.0443
ASPEN MILLS 003008													
63865	02/01/22	*21*CSO UNIFORMS	444.54			286318	P	D	-			SUBSISTENCE OF P	101.42411.0227
63865	02/01/22	*21*CLASS A UNIFORM	702.90		285935			D	-			SUBSISTENCE OF P	101.42412.0227
63865	02/01/22	*21*CLASS A UNIFORM	692.40		285936			D	-			SUBSISTENCE OF P	101.42412.0227
63865	02/01/22	*21*CLASS A UNIFORM	710.05		285937			D	-			SUBSISTENCE OF P	101.42412.0227
63865	02/01/22	*21*CLASS A UNIFORM	693.40		285939			D	-			SUBSISTENCE OF P	101.42412.0227
63865	02/01/22	*21*CSO UNIFORMS	244.70		286312			D	-			SUBSISTENCE OF P	101.42411.0227
63865	02/01/22	*21*CSO UNIFORMS	244.70		286315			D	-			SUBSISTENCE OF P	101.42411.0227
63865	02/01/22	*21*CSO UNIFORMS	244.70		286316			D	-			SUBSISTENCE OF P	101.42411.0227
63865	02/01/22	*21* HONOR GUARD PATCHES	342.00		286964			D	-			SUBSISTENCE OF P	101.42412.0227
			4,319.39	*CHECK TOTAL									
		VENDOR TOTAL	4,319.39										

VENDOR NAME AND NUMBER / CHECK# DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F S 9 BX M	ACCOUNT NAME	ACCOUNT
AT&T MOBILITY 000075								
63835 01/21/22	*21* PHONE SERV-DEC	1,167.35		X01032022		D -	COMMUNICATIONS	101.41409.0330
ATLAS BUSINESS SOLUTIONS 003153								
63979 02/01/22	2022 SOFTWARE LICENSE	998.40		INV319577		D -	LICENSES AND TAX	101.42411.0445
AUSTIN INCORPORATED 003610								
63866 02/01/22	*21* SEPTIC PUMPING	190.00		22899		D -	OTHER SERVICES	230.43430.0339
AVENU INSIGHTS & ANALYTI 000131								
63980 02/01/22	AS400 HOSTING-JAN	2,656.65		INVB-032567		D -	SUBSCRIPTIONS AN	101.41409.0443
AXON ENTERPRISE INC 002266								
63867 02/01/22	*21* TASERS-LEASE PYMT	5,280.00		INUS036674		D -	RENTS	101.42411.0440
BACKES TECHNOLOGY SERVIC 000087								
63868 02/01/22	*21* REWIRE I.T. RACK	1,048.07		19791		D -	MTCE. OF EQUIPME	101.41409.0224
63868 02/01/22	*21* REWIRE I.T. RACK	1,610.00		19791		D -	MTCE. OF EQUIPME	101.41409.0334
		2,658.07	*CHECK TOTAL					
63981 02/01/22	PHONE SERV-JAN	151.03		19839		D -	COMMUNICATIONS	101.45433.0330
	VENDOR TOTAL	2,809.10						
BAKER PRINTING INK 002534								
63982 02/01/22	WNTR ACTIVITIES CATELOGS	696.00		0122/102		D -	PRINTING AND PUB	101.45432.0331
BAKER TILLY MUNICIPAL AD 003482								
63869 02/01/22	*21* 2021B GO IMP BON	25,500.00		BTMA11657		D -	PROFESSIONAL SER	421.48451.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	200.00		BTMA13079		D -	PROFESSIONAL SER	311.47100.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	200.00		BTMA13079		D -	PROFESSIONAL SER	312.47100.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	200.00		BTMA13079		D -	PROFESSIONAL SER	313.47100.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	200.00		BTMA13079		D -	PROFESSIONAL SER	318.47100.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	120.00		BTMA13079		D -	PROFESSIONAL SER	320.45503.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	80.00		BTMA13079		D -	PROFESSIONAL SER	320.45504.0446
63869 02/01/22	*21*2021 DISCLOSURE SERV	200.00		BTMA13079		D -	PROFESSIONAL SER	338.47100.0446
63869 02/01/22	*21* ARBITRAGE REPORT	750.00		BTMA8970		D -	PROFESSIONAL SER	310.47100.0446
		27,450.00	*CHECK TOTAL					
	VENDOR TOTAL	27,450.00						
BATTERY WHOLESALE INC 002860								
63983 02/01/22	UPS BATTERIES	92.94		187759WIL		D -	MTCE. OF EQUIPME	651.48485.0224
BCA 000095								
63870 02/01/22	*21*CJDN ACCESS FEE	150.00		00000685613		D -	SUBSCRIPTIONS AN	101.42411.0443
BENSON LAUNDRY 003377								
63871 02/01/22	*21*CLEANING SUPPLIES	57.70		363467		D -	CLEANING AND WAS	101.45433.0228
63871 02/01/22	*21*CLEANING SUPPLIES	30.93		364096		D -	CLEANING AND WAS	101.45433.0228
		88.63	*CHECK TOTAL					
	VENDOR TOTAL	88.63						

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BERNICK'S PEPSI-COLA CO 000103													
63872	02/01/22	*21*CONCESSION SUPPLIES	338.04		I20599		D	-				GENERAL SUPPLIES	101.45433.0229
63872	02/01/22	*21*CONCESSION SUPPLIE	1,280.09		288994		D	-				GENERAL SUPPLIES	101.45433.0229
			1,618.13	*CHECK TOTAL									
		VENDOR TOTAL	1,618.13										
BERT'S TRUCK EQUIP OF MO 003028													
63984	02/01/22	PLOW CUTTING EDGES	543.60		S 92831		D	-				MTCE. OF EQUIPME	101.43425.0224
BMI 003010													
63985	02/01/22	2022 MUSIC LICENSE FEE	391.00		41794922		D	-				LICENSES AND TAX	101.45433.0445
BOLTON & MENK INC 001010													
63873	02/01/22	*21* SHLTR LTNG/IMPRO	45,999.50		0279847		D	-				PROFESSIONAL SER	420.45503.0446
63873	02/01/22	*21* REIMB. EXPENSE	3,674.00		0279847		D	-				PROFESSIONAL SER	420.45503.0446
63873	02/01/22	*21*EPITOPIX SANI SEWE	1,850.00		0281442		D	-				PROFESSIONAL SER	405.41402.0446
63873	02/01/22	*21*EPITOPIX WATERMAIN	1,960.00		0281443		D	-				PROFESSIONAL SER	405.41402.0446
63873	02/01/22	*21*HWY 12 LIFT STATIO	2,732.50		0281444		D	-				PROFESSIONAL SER	651.48485.0446
63873	02/01/22	*21* SHLTR LTNG/IMPROV	2,486.00		0281446		D	-				PROFESSIONAL SER	420.45503.0446
63873	02/01/22	*21* REIMB. EXPENSE	1,640.10		0281446		D	-				PROFESSIONAL SER	420.45503.0446
			60,342.10	*CHECK TOTAL									
63986	02/01/22	EPITOPIX SANITARY SEWER	277.50		0283093		D	-				PROFESSIONAL SER	405.41402.0446
63986	02/01/22	EPITOPIX WATERMAIN EXT.	462.50		0283094		D	-				PROFESSIONAL SER	405.41402.0446
			740.00	*CHECK TOTAL									
		VENDOR TOTAL	61,082.10										
BOX INC 003259													
63987	02/01/22	2022 AGENDA SYS. SUBSC	5,040.00		INV09651129		D	-				SUBSCRIPTIONS AN	101.41409.0443
BRAUN INTERTEC CORPORATI 000117													
63874	02/01/22	*21* CONST./MAT'L TSTN	4,894.50		B274359		D	-				PROFESSIONAL SER	420.45506.0446
63874	02/01/22	*21* CONST./MAT'L TSTNG	605.50		B275668		D	-				PROFESSIONAL SER	420.45504.0446
63874	02/01/22	*21* CONST./MAT'L TSTN	2,576.00		B278726		D	-				PROFESSIONAL SER	420.45506.0446
63874	02/01/22	*21* CONST./MAT'L TSTN	4,485.50CR		CN10007181		D	-				PROFESSIONAL SER	420.45502.0446
			3,590.50	*CHECK TOTAL									
63988	02/01/22	CONST./MATERIALS TESTI	1,900.50		B281292		D	-				PROFESSIONAL SER	420.45506.0446
		VENDOR TOTAL	5,491.00										
BREMER BANK 000263													
63836	01/21/22	2020 GO IMP BOND-I	8,610.00		010522		D	-				INTEREST	300.47100.0444
63836	01/21/22	2020 GO IMP BOND-P	91,000.00		010522		D	-				BONDS	300.47100.0660
63836	01/21/22	2014 GO IMP BOND-I	924.42		010522		D	-				INTEREST	314.47100.0444
63836	01/21/22	2014 GO IMP BOND-P	20,600.00		010522		D	-				BONDS	314.47100.0660
63836	01/21/22	2014 GO IMP BOND-P	64,600.00		010522		D	-				BONDS	314.47100.0660
63836	01/21/22	2019 GO IMP BOND-I	30,118.50		010522		D	-				INTEREST	319.47100.0444
63836	01/21/22	2019 GO IMP BOND-P	265,000.00		010522		D	-				BONDS	319.47100.0660
			480,852.92	*CHECK TOTAL									
		VENDOR TOTAL	480,852.92										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
BROKEN WINDOWS & PRO TEC		002892											
63989	02/01/22	REPL. PARK SHLTR SCREEN	12.49		IBP-0106-17799		D	-				MTCE. OF STRUCTU	101.43425.0225
63989	02/01/22	REPL. PARK SHLTR SCREEN	17.50		IBP-0106-17799		D	-				MTCE. OF STRUCTU	101.43425.0335
			29.99	*CHECK TOTAL									
		VENDOR TOTAL	29.99										
BSE		001980											
63875	02/01/22	*21*HVAC FUSE	125.76		923338857		D	-				MTCE. OF EQUIPME	651.48484.0224
63875	02/01/22	*21*REPAIR TO EL#9 SWITC	175.72		923393553		D	-				MTCE. OF EQUIPME	651.48487.0224
63875	02/01/22	*21* LT BULBS FOR BLDG	306.76		923400098		D	-				MTCE. OF STRUCTU	101.43425.0225
			608.24	*CHECK TOTAL									
63990	02/01/22	LIGHT BULBS	167.70		923477015		D	-				MTCE. OF STRUCTU	101.45433.0225
		VENDOR TOTAL	775.94										
BULLET PROOF MECHANICAL		003181											
63991	02/01/22	BOILER MTCE-PARTS	30.00		7897		D	-				MTCE. OF EQUIPME	651.48484.0224
63991	02/01/22	BOILER MTCE-LABOR	880.00		7897		D	-				MTCE. OF EQUIPME	651.48484.0334
			910.00	*CHECK TOTAL									
		VENDOR TOTAL	910.00										
CANON FINANCIAL SERVICES		002336											
63992	02/01/22	COPIER LEASE-JAN	98.56		27959745		D	-				RENTS	101.41405.0440
CAPITAL ONE		003647											
63876	02/01/22	*21* COFFEE/FILTERS	43.67		120121		D	-				GENERAL SUPPLIES	101.42411.0229
63876	02/01/22	*21* BREAK ROOM SUPPLIES	47.05		120321		D	-				GENERAL SUPPLIES	651.48484.0229
63876	02/01/22	*21* OFFICE SUPPLIES	59.13		120921		D	-				OFFICE SUPPLIES	101.42412.0220
63876	02/01/22	*21* HOCKEY EQUIP/SUPPL.	66.76		121721		D	-				GENERAL SUPPLIES	101.45433.0229
			216.61	*CHECK TOTAL									
		VENDOR TOTAL	216.61										
CARD SERVICES		002552											
63877	02/01/22	*21*CAKE-BADGE PINNING	45.99		122721		D	-				SUBSISTENCE OF P	101.42411.0227
CARDMEMBER SERVICE		002365											
413	01/24/22	*21* REFERENCE MATERIALS	128.53		STMT/12-21		M	-				OFFICE SUPPLIES	101.41402.0220
413	01/24/22	*21* REFERENCE MATERIALS	59.33		STMT/12-21		M	-				OFFICE SUPPLIES	101.41402.0220
413	01/24/22	*21* OFFICE SUPPLIES	48.51		STMT/12-21		M	-				OFFICE SUPPLIES	101.41402.0220
413	01/24/22	*21* PLUMBING CODE BOOK	290.00		STMT/12-21		M	-				OFFICE SUPPLIES	101.41402.0220
413	01/24/22	REFERENCE MATERIALS	24.61		STMT/12-21		M	-				OFFICE SUPPLIES	101.41402.0220
413	01/24/22	SHULDES-PERMIT TECH TRNG	119.95		STMT/12-21		M	-				TRAVEL-CONF.-SCH	101.41402.0333
413	01/24/22	WALKER-PLNG CONF AIRFARE	306.80		STMT/12-21		M	-				TRAVEL-CONF.-SCH	101.41402.0333
413	01/24/22	WALKER-TRAVEL INSURANCE	26.85		STMT/12-21		M	-				TRAVEL-CONF.-SCH	101.41402.0333
413	01/24/22	WALKER-LODGING EXPENSE	710.35		STMT/12-21		M	-				TRAVEL-CONF.-SCH	101.41402.0333
413	01/24/22	*21* WHITE BOARD	38.60		STMT/12-21		M	-				GENERAL SUPPLIES	101.41408.0229
413	01/24/22	*21* DOC MONTHLY SFTWRE	95.00		STMT/12-21		M	-				SUBSCRIPTIONS AN	101.41409.0443
413	01/24/22	*21* FILE TRNSFR SERV	100.00		STMT/12-21		M	-				SUBSCRIPTIONS AN	101.41409.0443
413	01/24/22	*21* OFF SITE BACKUP-DEC	29.97		STMT/12-21		M	-				SUBSCRIPTIONS AN	101.41409.0443
413	01/24/22	*21* SFTWRE LICENSE	35.38		STMT/12-21		M	-				LICENSES AND TAX	101.41409.0445

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARDMEMBER SERVICE		002365											
413	01/24/22	*21* FOREIGN TRANS. FEE	1.06		STMT/12-21			M	-			OTHER CHARGES	101.41409.0449
413	01/24/22	*21* TONER CARTRIDGES	41.78		STMT/12-21			M	-			OFFICE SUPPLIES	101.42411.0220
413	01/24/22	*21* 50 FLASHLIGHTS	473.00		STMT/12-21			M	-			SMALL TOOLS	101.42411.0221
413	01/24/22	*21* PLANNING MTG-MEALS	171.20		STMT/12-21			M	-			SUBSISTENCE OF P	101.42411.0227
413	01/24/22	*21* INTERVIEW PANEL-MLS	48.02		STMT/12-21			M	-			SUBSISTENCE OF P	101.42411.0227
413	01/24/22	*21* EXPLORER MTG-MEALS	77.58		STMT/12-21			M	-			SUBSISTENCE OF P	101.42411.0227
413	01/24/22	*21* POLICE INCIDENT-MLS	57.06		STMT/12-21			M	-			SUBSISTENCE OF P	101.42411.0227
413	01/24/22	FLATTEN/LIEBL-TRNG REG.	718.00		STMT/12-21			M	-			TRAVEL-CONF.-SCH	101.42411.0333
413	01/24/22	LIVINGOOD-TRNG REGIS.	500.00		STMT/12-21			M	-			TRAVEL-CONF.-SCH	101.42411.0333
413	01/24/22	*21* REFERENCE MATERIALS	89.95		STMT/12-21			M	-			OFFICE SUPPLIES	101.42412.0220
413	01/24/22	*21* SMALL TOOLS	63.28		STMT/12-21			M	-			SMALL TOOLS	101.42412.0221
413	01/24/22	*21* FIREFIGHTER AWARDS	429.91		STMT/12-21			M	-			AWARDS AND INDEM	101.42412.0442
413	01/24/22	*21* FF AWARDS DINNER	52.24		STMT/12-21			M	-			AWARDS AND INDEM	101.42412.0442
413	01/24/22	*21* POSTAGE	84.68		STMT/12-21			M	-			POSTAGE	101.43417.0223
413	01/24/22	*21* SHIRTS/LINED JKTS	79.98		STMT/12-21			M	-			SUBSISTENCE OF P	101.43425.0227
413	01/24/22	*21* CASH REGIS. PAPER	38.70		STMT/12-21			M	-			GENERAL SUPPLIES	101.43425.0229
413	01/24/22	*21* BASKETBALLS	259.55		STMT/12-21			M	-			GENERAL SUPPLIES	101.45432.0229
413	01/24/22	*21* AMAZON MBRSHP-DEC	14.01		STMT/12-21			M	-			SUBSCRIPTIONS AN	101.45432.0443
413	01/24/22	*21* B-BALL ADVERTISING	10.00		STMT/12-21			M	-			ADVERTISING	101.45432.0447
413	01/24/22	*21* CONCESSION SUPPLIES	65.12		STMT/12-21			M	-			GENERAL SUPPLIES	101.45433.0229
413	01/24/22	*21* CONCESSION SUPPLIES	205.61		STMT/12-21			M	-			GENERAL SUPPLIES	101.45433.0229
413	01/24/22	*21* CONCESSION SUPPLIES	40.92		STMT/12-21			M	-			GENERAL SUPPLIES	101.45433.0229
413	01/24/22	*21* HOLIDAY SUPPLIES	54.62		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* EMBROIDERY HOOP	35.59		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* MOCKTAILS CLASS-SUP	23.82		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* MOCKTAILS CLASS-SUP	89.28		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* YARN/CRAFT SUPPLIES	23.96		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* YARN/CRAFT SUPPLIES	43.58		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* YARN/CRAFT SUPPLIES	16.83		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* YARN/CRAFT SUPPLIES	12.95		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
413	01/24/22	*21* FACEBOOK AD	15.00		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* FACEBOOK AD	15.00		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* FACEBOOK AD	15.00		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* FACEBOOK AD	9.78		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* FACEBOOK AD	15.00		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* FACEBOOK AD	15.00		STMT/12-21			M	-			ADVERTISING	101.45435.0447
413	01/24/22	*21* SHIRTS/LINED JKTS	289.98		STMT/12-21			M	-			SUBSISTENCE OF P	651.48484.0227
413	01/24/22	*21* SCADA PHONE LN-DEC	34.55		STMT/12-21			M	-			COMMUNICATIONS	651.48484.0330
413	01/24/22	*21* 50 FLASHLIGHTS	3,000.00		STMT/12-21			M	-			SMALL TOOLS	899.42411.0221
413	01/24/22	*21* CURBSIDE CRAFTS	64.58		STMT/12-21			M	-			GENERAL SUPPLIES	899.45432.0229
413	01/24/22	*21* CURBSIDE CRAFTS	25.87		STMT/12-21			M	-			GENERAL SUPPLIES	899.45432.0229
413	01/24/22	*21* CURBSIDE CRAFTS	131.04		STMT/12-21			M	-			GENERAL SUPPLIES	899.45432.0229
			9,466.96	*CHECK TOTAL									
		VENDOR TOTAL	9,466.96										
CARRANZA/NOE		002547											
63878	02/01/22	*21*INTERPRETED 09/19	120.00		347		D	N	01			PROFESSIONAL SER	101.42411.0446

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CARRANZA/NOE		002547											
63878	02/01/22	*21* INTERPRETED 12/28	240.00		372		D	N	01			PROFESSIONAL SER	101.42411.0446
			360.00	*CHECK TOTAL									
63993	02/01/22	INTERPRETED 1/12/22	120.00		11		D	N	01			PROFESSIONAL SER	101.42411.0446
		VENDOR TOTAL	480.00										
CARRANZA/NORMA I		002542											
63879	02/01/22	*21*INTERPRETED 09/13	60.00		346		D	N	01			PROFESSIONAL SER	101.42411.0446
63879	02/01/22	*21*INTERPRETED 09/21	120.00		348		D	N	01			PROFESSIONAL SER	101.42411.0446
63879	02/01/22	*21*INTERPRETED 12/22	120.00		369		D	N	01			PROFESSIONAL SER	101.42411.0446
63879	02/01/22	*21*INTERPRETED 12/29	150.00		371		D	N	01			PROFESSIONAL SER	101.42411.0446
			450.00	*CHECK TOTAL									
63994	02/01/22	INTERPRETED 01/07/22	120.00		10		D	N	01			PROFESSIONAL SER	101.42411.0446
63994	02/01/22	INTERPRETED 01/20/22	120.00		14		D	N	01			PROFESSIONAL SER	101.42411.0446
			240.00	*CHECK TOTAL									
		VENDOR TOTAL	690.00										
CARRIS HEALTH		003390											
63880	02/01/22	*21*PRE-EMPLOYMENT PHYSI	90.00		3501401099/DEC		D	-				SUBSISTENCE OF P	101.43425.0337
63880	02/01/22	*21* DRUG TESTING	75.00		3501401099/OCT		D	-				SUBSISTENCE OF P	101.43425.0337
			165.00	*CHECK TOTAL									
		VENDOR TOTAL	165.00										
CENTERPOINT ENERGY		000467											
63881	02/01/22	*21*NATURAL GAS-DEC	15.00		6038773/12-21		D	-				UTILITIES	101.43425.0332
63881	02/01/22	*21*NATURAL GAS-DEC	884.06		6048932/12-21		D	-				UTILITIES	651.48484.0332
63881	02/01/22	*21*NATURAL GAS-DEC	3,044.84		6061271/12-21		D	-				UTILITIES	101.45433.0332
63881	02/01/22	*21*NATURAL GAS-DEC	15.00		6069198/12-21		D	-				UTILITIES	101.43425.0332
63881	02/01/22	*21*NATURAL GAS-DEC	15.00		6072309/12-21		D	-				UTILITIES	101.45437.0332
63881	02/01/22	*21*NATURAL GAS-DEC	929.92		6084836/12-21		D	-				UTILITIES	101.45435.0332
63881	02/01/22	*21*NATURAL GAS-DEC	4,851.59		6085332/12-21		D	-				UTILITIES	101.45433.0332
63881	02/01/22	*21*NATURAL GAS-DEC	15.00		6093527/12-21		D	-				UTILITIES	101.43425.0332
			9,770.41	*CHECK TOTAL									
63995	02/01/22	NATURAL GAS-JAN	528.80		1133120/1-22		D	-				UTILITIES	101.45001.0332
63995	02/01/22	NATURAL GAS-JAN	5,060.53		6007939/1-22		D	-				UTILITIES	101.43425.0332
63995	02/01/22	NATURAL GAS-JAN	1,334.42		6102726/1-22		D	-				UTILITIES	101.42412.0332
63995	02/01/22	NATURAL GAS-JAN	296.44		6236671/1-22		D	-				UTILITIES	230.43430.0332
63995	02/01/22	NATURAL GAS-JAN	1,468.12		6401277/1-22		D	-				UTILITIES	101.41408.0332
63995	02/01/22	NATURAL GAS-JAN	701.30		8503501/1-22		D	-				UTILITIES	651.48485.0332
63995	02/01/22	NATURAL GAS-JAN	642.01		8512023/1-22		D	-				UTILITIES	651.48485.0332
63995	02/01/22	NATURAL GAS-JAN	14,993.89		8795475/1-22		D	-				UTILITIES	651.48484.0332
			25,025.51	*CHECK TOTAL									
		VENDOR TOTAL	34,795.92										
CENTRAL TIRE AND AUTO IN		000150											
63882	02/01/22	*21*#192741 REPAIR-PARTS	317.31		85253		D	-				MTCE. OF EQUIPME	651.48486.0224
63882	02/01/22	*21*#192741 REPAIR-LABOR	195.79		85253		D	-				MTCE. OF EQUIPME	651.48486.0334

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
CENTRAL TIRE AND AUTO IN		000150											
			513.10	*CHECK TOTAL									
		VENDOR TOTAL	513.10										
CHAMBERLAIN OIL CO		000154											
63883	02/01/22	*21*SCREW PUMP GREASE	114.75		381235-00		D	-				MOTOR FUELS AND	651.48484.0222
63883	02/01/22	*21*OIL	621.50		381587-00		D	-				INVENTORIES-MDSE	101.125000
63883	02/01/22	*21*TRUCK WASH-SOAP	189.75		381587-00		D	-				GENERAL SUPPLIES	101.43425.0229
63883	02/01/22	*21* TRUCK WASH SOAP	39.65		381587-01		D	-				GENERAL SUPPLIES	101.43425.0229
			965.65	*CHECK TOTAL									
63996	02/01/22	DEF FLUID	189.75		384552-00		D	-				MOTOR FUELS AND	101.43425.0222
		VENDOR TOTAL	1,155.40										
CHAPPELL CENTRAL INC		000156											
63884	02/01/22	*21* PLANT HVAC MTCE	103.27		SVC-101766		D	-				MTCE. OF EQUIPME	651.48484.0224
63884	02/01/22	*21* PLANT HVAC MTCE	1,512.00		SVC-101766		D	-				MTCE. OF EQUIPME	651.48484.0334
63884	02/01/22	*21* JOTS L.S. HVAC MTCE	135.00		SVC-101767		D	-				MTCE. OF EQUIPME	651.48485.0334
63884	02/01/22	*21* MNWEST L.S. HVAC MT	135.00		SVC-101768		D	-				MTCE. OF EQUIPME	651.48485.0334
63884	02/01/22	*21* JOTS L.S. HVAC MTCE	135.00		SVC-101769		D	-				MTCE. OF EQUIPME	651.48485.0334
63884	02/01/22	*21* CK UNIT AHU#2	291.60		SVC-101888		D	-				MTCE. OF STRUCTU	101.45427.0335
63884	02/01/22	*21* RAS ROOM HVAC MTCE	194.08		SVC-11/30/21		D	-				MTCE. OF EQUIPME	651.48484.0224
63884	02/01/22	*21* RAS ROOM HVAC MTCE	461.70		SVC-11/30/21		D	-				MTCE. OF EQUIPME	651.48484.0334
			2,967.65	*CHECK TOTAL									
		VENDOR TOTAL	2,967.65										
CHARTER COMMUNICATIONS		000736											
63837	01/21/22	INTERNET SERV-JAN	184.97		0438138010222		D	-				COMMUNICATIONS	101.41409.0330
63885	02/01/22	*21*PHONE SERV-DEC	1,980.40		0009126122221		D	-				COMMUNICATIONS	101.41409.0330
63997	02/01/22	PHONE SERVICE-JAN	1,977.26		0009126012222		D	-				COMMUNICATIONS	101.41409.0330
		VENDOR TOTAL	4,142.63										
CODE 4 SERVICES INC		002984											
63886	02/01/22	*21* #215777-VEH. UPFI	2,373.83		6662		D	-				MTCE. OF EQUIPME	101.42411.0224
63886	02/01/22	*21* #215777-VEH. UPFI	3,230.00		6662		D	-				MTCE. OF EQUIPME	101.42411.0334
63886	02/01/22	*21* GETAC BODY CAM S	19,654.14		6738		D	-				FURNITURE AND EQ	450.41409.0552
63886	02/01/22	*21* 2022 BODY CAM WAR	5,847.66		6739		D	-				PREPAID EXPENSES	101.128000
63886	02/01/22	*21* 2023 BODY CAM WAR	4,018.28		6739		D	-				PREPAID EXPENSES	101.128000
63886	02/01/22	*21* 2024 BODY CAM WAR	4,018.27		6739		D	-				PREPAID EXPENSES	101.128000
63886	02/01/22	*21* BODY CAM SYS. SET	2,373.44		6739		D	-				MTCE. OF EQUIPME	101.42411.0334
63886	02/01/22	*21* #220867-EMERG. LT	7,816.91		6758		D	-				MACHINERY AND AU	450.42412.0553
63886	02/01/22	*21* #206090-REPL LIGH	1,343.93		6891		D	-				MTCE. OF EQUIPME	101.42412.0224
63886	02/01/22	*21* #206090-REPL LIGHTS	570.00		6891		D	-				MTCE. OF EQUIPME	101.42412.0334
			51,246.46	*CHECK TOTAL									
63998	02/01/22	BODY CAM DOCKING STATION	258.62		6896		D	-				SMALL TOOLS	101.42411.0221
		VENDOR TOTAL	51,505.08										

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
COMPASS MINERALS AMERICA 003116													
63999	02/01/22	ROAD SALT	4,694.38		930615		D	-				GENERAL SUPPLIES	101.43425.0229
63999	02/01/22	ROAD SALT	4,667.77		931935		D	-				GENERAL SUPPLIES	101.43425.0229
63999	02/01/22	ROAD SALT	2,310.18		933430		D	-				GENERAL SUPPLIES	101.43425.0229
			11,672.33	*CHECK TOTAL									
		VENDOR TOTAL	11,672.33										
CONCORDE BANK 002887													
63838	01/21/22	2015 GO IMP BOND-I	721.88		010522		D	-				INTEREST	315.47100.0444
63838	01/21/22	2015 GO IMP BOND-P	11,000.00		010522		D	-				BONDS	315.47100.0660
63838	01/21/22	2015 GO IMP BOND-P	44,000.00		010522		D	-				BONDS	315.47100.0660
63838	01/21/22	2016 GO IMP BOND-I	787.50		010522		D	-				INTEREST	316.47100.0444
63838	01/21/22	2016 GO IMP BOND-P	10,000.00		010522		D	-				BONDS	316.47100.0660
63838	01/21/22	2019 GO IMP BOND-I	931.50		010522		D	-				INTEREST	319.47100.0444
63838	01/21/22	2019 GO IMP BOND-P	9,000.00		010522		D	-				BONDS	319.47100.0660
63838	01/21/22	2017 GO IMP BOND-I	2,990.00		010522		D	-				INTEREST	397.47100.0444
63838	01/21/22	2017 GO IMP BOND-P	24,000.00		010522		D	-				BONDS	397.47100.0660
			103,430.88	*CHECK TOTAL									
		VENDOR TOTAL	103,430.88										
COORDINATED BUSINESS SYS 003677													
63887	02/01/22	*21*MANAGED PRINT SERV	92.23		323484		D	-				OFFICE SUPPLIES	208.45005.0220
63887	02/01/22	*21*CONTRACT USAGE-DEC	549.03		323608		D	-				SUBSCRIPTIONS AN	101.41410.0443
			641.26	*CHECK TOTAL									
64000	02/01/22	PRINT/PAGE COUNT	127.29		INV194823		D	-				OFFICE SUPPLIES	101.41405.0220
64000	02/01/22	CONTRACT USAGE-JAN	540.83		INV195598		D	-				MTCE. OF EQUIPME	101.41410.0334
			668.12	*CHECK TOTAL									
		VENDOR TOTAL	1,309.38										
CORE & MAIN LP 002130													
64001	02/01/22	HYDRANT PARTS	253.67		0211598		D	-				MTCE. OF OTHER I	101.43425.0226
CROW CHEMICAL & LIGHTING 000186													
63888	02/01/22	*21*STEEL CLEANER	7.50		22917		D	-				GENERAL SUPPLIES	651.48484.0229
63888	02/01/22	*21*CLEANING SUPPLIES	18.95		22975		D	-				CLEANING AND WAS	651.48484.0228
			26.45	*CHECK TOTAL									
64002	02/01/22	SCREEN/HAND TOWELS	128.40		23118		D	-				GENERAL SUPPLIES	651.48484.0229
64002	02/01/22	DISP. GLOVES/SUPPLIES	492.05		23182		D	-				GENERAL SUPPLIES	101.43425.0229
			620.45	*CHECK TOTAL									
		VENDOR TOTAL	646.90										
CUNNINGHAM/CAROL 002191													
64003	02/01/22	TJERNAGEL-WELCOME COFFEE	61.34		012122		D	-				GENERAL SUPPLIES	101.41401.0229
D&D ELECTRIC LLC 003686													
63889	02/01/22	*21* REPL. SWITCH/PARTS	248.80		123121		D	-				MTCE. OF EQUIPME	651.48487.0224
63889	02/01/22	*21* REPL. SWITCH/PART	1,360.00		123121		D	-				MTCE. OF EQUIPME	651.48487.0334
			1,608.80	*CHECK TOTAL									

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
D&D ELECTRIC LLC 003686													
		VENDOR TOTAL	1,608.80										
DAHLBERG BOOT & TRAILER 001299													
63890	02/01/22	*21*JUVEN-SAFETY BOOTS	169.00		086140		D	-				SUBSISTENCE OF P	101.43425.0227
DATAWORKS PLUS LLC 003574													
64004	02/01/22	2023 IBIS MTCE/SUPPORT	40.42		21-1857		D	-				PREPAID EXPENSES	101.128000
64004	02/01/22	2022 IBIS MTCE/SUPPORT	444.58		21-1857		D	-				MTCE. OF EQUIPME	101.42411.0334
			485.00	*CHECK TOTAL									
		VENDOR TOTAL	485.00										
DELEEUW/GERRIT 003664													
64005	02/01/22	LEADERSHIP ACADEMY	46.00		01152022		D	-				TRAVEL-CONF.-SCH	101.42412.0333
DELTA DENTAL OF MINNESOT 002867													
63839	01/21/22	DENTAL INSURANCE-FEB	510.68		CNS0000876088		D	-				COBRA INS PREMIU	101.120001
63839	01/21/22	DENTAL INSURANCE-FEB	3,271.00		CNS0000876088		D	-				INS. PASS THROUG	101.41428.0819
			3,781.68	*CHECK TOTAL									
		VENDOR TOTAL	3,781.68										
DEPT OF HUMAN SERVICES 002914													
64006	02/01/22	ECPN PAYMENT-FEB	13,936.74		00000683913		D	-				OTHER CHARGES	101.41428.0449
DESIGN ELECTRIC INC 000203													
63891	02/01/22	*21* SIGNAL REPAIR-PAR	1,947.82		15648		D	-				MTCE. OF OTHER I	101.43417.0226
63891	02/01/22	*21* SIGNAL REPAIR-LAB	1,111.50		15648		D	-				MTCE. OF OTHER I	101.43417.0336
			3,059.32	*CHECK TOTAL									
64007	02/01/22	SIGNAL REPAIR-PARTS	15.00		15841		D	-				MTCE. OF OTHER I	101.43417.0226
64007	02/01/22	SIGNAL REPAIR-LABOR	123.50		15841		D	-				MTCE. OF OTHER I	101.43417.0336
			138.50	*CHECK TOTAL									
		VENDOR TOTAL	3,197.82										
DOOLEY'S PETROLEUM INC 000212													
63840	01/21/22	4,001 GALLONS UNLEADE	10,962.74		212979		D	-				INVENTORIES-MDSE	101.125000
63840	01/21/22	4,001 GALLONS DIESEL	10,642.44		212979		D	-				INVENTORIES-MDSE	101.125000
63840	01/21/22	PLANT GENERATOR FUEL	2,827.02		962738		D	-				MOTOR FUELS AND	651.48484.0222
			24,432.20	*CHECK TOTAL									
64008	02/01/22	3,998 GALLONS UNLEADE	11,337.19		219910		D	-				INVENTORIES-MDSE	101.125000
64008	02/01/22	4,000 GALLONS DIESEL	11,788.30		219910		D	-				INVENTORIES-MDSE	101.125000
64008	02/01/22	212.2 GALLONS UNLEADED	612.90		974828		D	-				MOTOR FUELS AND	651.48484.0222
			23,738.39	*CHECK TOTAL									
		VENDOR TOTAL	48,170.59										
ED'S SERVICE CENTER & SA 000231													
63892	02/01/22	*21*TOWING CHARGES-DEC	178.34		STMT/12-21		D	-				OTHER SERVICES	101.42411.0339

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
ELECTRIC PUMP INC		000788											
63893	02/01/22	*21*REPAIR RAS PUMPS 2	2,181.60		0072428-IN		D	-				MTCE. OF EQUIPME	651.48484.0334
63893	02/01/22	*21*REPAIR RAS PUMPS	12,153.27		0072429-IN		D	-				MTCE. OF EQUIPME	651.48484.0224
			14,334.87	*CHECK TOTAL									
64009	02/01/22	EL#9 REPAIR-LABOR	517.65		0072576-IN		D	-				MTCE. OF EQUIPME	651.48487.0334
64009	02/01/22	EL#9- REPAIR RELAY	121.24		0072592-IN		D	-				MTCE. OF EQUIPME	651.48487.0224
			638.89	*CHECK TOTAL									
		VENDOR TOTAL	14,973.76										
EPG MEDIA LLC		003305											
64010	02/01/22	2022 SNOW GOER AD	425.00		2021-78350		D	-				ADVERTISING	208.45006.0447
ERICKSON/SCOTT		002176											
64011	02/01/22	FUEL REIMBURSEMENT	25.00		011122		D	-				MOTOR FUELS AND	101.42411.0222
64011	02/01/22	MSCIC CONFERENCE	82.00		011122		D	-				TRAVEL-CONF.-SCH	101.42411.0333
			107.00	*CHECK TOTAL									
		VENDOR TOTAL	107.00										
FARM-RITE EQUIPMENT		003002											
64012	02/01/22	HYDRAULIC COUPLER	174.18		P36134		D	-				INVENTORIES-MDSE	101.125000
64012	02/01/22	#163318 SEAL KIT	166.55		P36158		D	-				INVENTORIES-MDSE	101.125000
64012	02/01/22	#214495-CAB AIR FILTER	77.96		P36253		D	-				INVENTORIES-MDSE	101.125000
			418.69	*CHECK TOTAL									
		VENDOR TOTAL	418.69										
FASTENAL COMPANY		001188											
64013	02/01/22	BOLTS FOR GBT	108.88		MNWIL199592		D	-				MTCE. OF EQUIPME	651.48486.0224
64013	02/01/22	BOLTS FOR GBT	12.79		MNWIL199711		D	-				MTCE. OF EQUIPME	651.48486.0224
64013	02/01/22	SHOP SUPPLIES	131.84		MNWIL199866		D	-				GENERAL SUPPLIES	651.48484.0229
			253.51	*CHECK TOTAL									
		VENDOR TOTAL	253.51										
FELT *PETTY CASH/JIM		000723											
63894	02/01/22	*21*REIMB. PETTY CASH	20.01		123121		D	-				MOTOR FUELS AND	101.42411.0222
63894	02/01/22	*21*REIMB. PETTY CASH	54.96		123121		D	-				SUBSISTENCE OF P	101.42411.0227
63894	02/01/22	*21*REIMB. PETTY CASH	18.82		123121		D	-				GENERAL SUPPLIES	101.42411.0229
63894	02/01/22	*21*REIMB. PETTY CASH	20.86		123121		D	-				TRAVEL-CONF.-SCH	101.42411.0333
			114.65	*CHECK TOTAL									
		VENDOR TOTAL	114.65										
FELT/JAMES E		000993											
63895	02/01/22	*21* PROGRAMMABLE RADIOS	200.00		112221		D	-				SMALL TOOLS	101.42411.0221
63895	02/01/22	*21* PROGRAMMABLE RADIOS	127.07		112221		D	-				SMALL TOOLS	803.42411.0221
			327.07	*CHECK TOTAL									
		VENDOR TOTAL	327.07										
FILE TEC INC		003562											
64014	02/01/22	SCAN/DATA INDEXING	1,741.24		1095		D	-				PROFESSIONAL SER	101.41403.0446

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
FIREBYTES LLC 003090													
63896	02/01/22	*21*KCSO TOWING DATABASE	198.00		INV-2303		D	N		01		MTCE. OF EQUIPME	101.42411.0334
FIRST CLASS COLLISION & 001872													
64015	02/01/22	#152243-REPL. BRKN GLASS	105.00		4055		D	-				INVENTORIES-MDSE	101.125000
FISCHER/BETH 002484													
63897	02/01/22	*21*CELL PHONE-OCT/NOV/D	150.00		122921		D	N		01		COMMUNICATIONS	208.45005.0330
63897	02/01/22	*21*MILEAGE 9/25-12/28	530.32		122921		D	N		01		TRAVEL-CONF.-SCH	208.45005.0333
			680.32	*CHECK TOTAL									
		VENDOR TOTAL	680.32										
FLAHERTY & HOOD P.A. 001449													
63898	02/01/22	*21* LEGAL SERVICES-DE	5,031.11		17038		D	N		01		PROFESSIONAL SER	101.41406.0446
63898	02/01/22	*21* LBR/EMPL CNTRCT-D	2,965.00		17090		D	N		01		PROFESSIONAL SER	101.41406.0446
			7,996.11	*CHECK TOTAL									
		VENDOR TOTAL	7,996.11										
FLEETPRIDE 002973													
64016	02/01/22	FILTERS	215.27		89144758		D	-				INVENTORIES-MDSE	101.125000
64016	02/01/22	FILTERS	15.99		89359374		D	-				INVENTORIES-MDSE	101.125000
64016	02/01/22	FILTERS	15.99		89739405		D	-				INVENTORIES-MDSE	101.125000
			247.25	*CHECK TOTAL									
		VENDOR TOTAL	247.25										
FLEXIBLE PIPE TOOL CO 000273													
63899	02/01/22	*21*#052444-WTR TANK CAP	66.20		27018		D	-				INVENTORIES-MDSE	101.125000
FORUM COMMUNICATIONS COM 002269													
64017	02/01/22	HRNG-REQ FOR MAP AMNDMNT	102.72		011222		D	-				PRINTING AND PUB	101.41402.0331
FP MAILING SOLUTIONS 001791													
63900	02/01/22	*21* INK CARTRIDGE	32.65		RI105103773		D	-				OFFICE SUPPLIES	101.42411.0220
64018	02/01/22	POSTAGE MTR RENT-1ST QTR	174.21		RI105134105		D	-				RENTS	101.42411.0440
		VENDOR TOTAL	206.86										
FRAMEWORK INC 003459													
63841	01/21/22	*21* WEBSITE UPDATES	150.00		002116		D	-				COMMUNICATIONS	208.45005.0330
63841	01/21/22	*21* WEBSITE HOSTING	199.00		002116		D	-				PROFESSIONAL SER	208.45005.0446
63841	01/21/22	2022 WEBSITE HOSTING	2,189.00		002116		D	-				PROFESSIONAL SER	208.45005.0446
63841	01/21/22	*21* ADVERTISING EXPEN	1,072.00		002116		D	-				ADVERTISING	208.45006.0447
			3,610.00	*CHECK TOTAL									
		VENDOR TOTAL	3,610.00										
GALLS LLC 000288													
63901	02/01/22	*21*EXPLORER CLOTHING	97.22		019933177		D	-				SUBSISTENCE OF P	101.42411.0227
63901	02/01/22	*21*EXPLORER CLOTHING	28.31		019938950		D	-				SUBSISTENCE OF P	101.42411.0227

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GALLS LLC		000288											
63901	02/01/22	*21*EXPLORER CLOTHING	28.32		019938952			D	-			SUBSISTENCE OF P	101.42411.0227
63901	02/01/22	*21*EXPLORER CLOTHING	52.37		019980347			D	-			SUBSISTENCE OF P	101.42411.0227
			206.22	*CHECK TOTAL									
		VENDOR TOTAL	206.22										
GARCIA'S LAWN CARE LLC		003568											
63902	02/01/22	*21*SNOW REMOVAL 12/27	30.00		122721			D	-			OTHER SERVICES	101.45001.0339
63902	02/01/22	*21*SNOW REMOVAL 12/28	30.00		122821			D	-			OTHER SERVICES	101.45001.0339
			60.00	*CHECK TOTAL									
64019	02/01/22	SNOW REMOVAL 1/05/2022	30.00		01052022			D	-			CLEANING AND WAS	101.45001.0338
64019	02/01/22	SNOW REMOVAL 1/14/22	30.00		01142022			D	-			CLEANING AND WAS	101.45001.0338
64019	02/01/22	SNOW REMOVAL 1/16/2022	30.00		01162022			D	-			CLEANING AND WAS	101.45001.0338
			90.00	*CHECK TOTAL									
		VENDOR TOTAL	150.00										
GENERAL MAILING SERVICES		000293											
63903	02/01/22	*21*POSTAGE 12/4/21	113.18		59645			D	-			POSTAGE	208.45006.0223
63903	02/01/22	*21*POSTAGE 11/21	0.68		59675			D	-			POSTAGE	208.45005.0223
63903	02/01/22	*21*POSTAGE 11/21	255.83		59677			D	-			POSTAGE	208.45006.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	3.07		59775			D	-			POSTAGE	101.41401.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	49.29		59775			D	-			POSTAGE	101.41402.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	32.43		59775			D	-			POSTAGE	101.41403.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	6.12		59775			D	-			POSTAGE	101.41405.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	15.00		59775			D	-			POSTAGE	101.41408.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	0.68		59775			D	-			POSTAGE	101.42411.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	3.40		59775			D	-			POSTAGE	101.42412.0223
63903	02/01/22	*21*POSTAGE 12/13-12/17	6.12		59775			D	-			POSTAGE	651.48484.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	12.92		59846			D	-			POSTAGE	101.41401.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	18.38		59846			D	-			POSTAGE	101.41402.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	32.00		59846			D	-			POSTAGE	101.41403.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	123.06		59846			D	-			POSTAGE	101.41405.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	15.00		59846			D	-			POSTAGE	101.41408.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	0.68		59846			D	-			POSTAGE	230.43430.0223
63903	02/01/22	*21*POSTAGE 12/20-12/24	3.82		59846			D	-			POSTAGE	651.48484.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	0.68		59889			D	-			POSTAGE	101.41400.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	0.68		59889			D	-			POSTAGE	101.41401.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	6.12		59889			D	-			POSTAGE	101.41402.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	8.71		59889			D	-			POSTAGE	101.41405.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	15.00		59889			D	-			POSTAGE	101.41408.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	1.36		59889			D	-			POSTAGE	101.42411.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	2.72		59889			D	-			POSTAGE	101.42412.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	4.08		59889			D	-			POSTAGE	101.43425.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	1.36		59889			D	-			POSTAGE	101.45433.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	4.76		59889			D	-			POSTAGE	208.45005.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	0.68		59889			D	-			POSTAGE	230.43430.0223
63903	02/01/22	*21*POSTAGE 12/27-12/31	4.08		59889			D	-			POSTAGE	651.48484.0223

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GENERAL MAILING SERVICES 000293													
63903	02/01/22	*21* POSTAGE	74.93		59936		D	-				POSTAGE	208.45006.0223
63903	02/01/22	*21* POSTAGE/UPS SERVICE	27.93		60069		D	-				POSTAGE	101.42411.0223
63903	02/01/22	*21* FED EX SERVICE	30.16		60069		D	-				POSTAGE	651.48484.0223
			874.91	*CHECK TOTAL									
64020	02/01/22	POSTAGE 01/03-01/07/22	1.36		59961		D	-				POSTAGE	101.41400.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	7.48		59961		D	-				POSTAGE	101.41401.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	8.41		59961		D	-				POSTAGE	101.41402.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	31.31		59961		D	-				POSTAGE	101.41403.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	52.36		59961		D	-				POSTAGE	101.41405.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	15.00		59961		D	-				POSTAGE	101.41408.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	2.04		59961		D	-				POSTAGE	101.42411.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	2.59		59961		D	-				POSTAGE	101.42412.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	61.90		59961		D	-				POSTAGE	101.43425.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	1.36		59961		D	-				POSTAGE	101.45433.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	19.72		59961		D	-				POSTAGE	230.43430.0223
64020	02/01/22	POSTAGE 01/03-01/07/22	0.68		59961		D	-				POSTAGE	651.48484.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	14.96		60076		D	-				POSTAGE	101.41402.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	166.67		60076		D	-				POSTAGE	101.41403.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	213.87		60076		D	-				POSTAGE	101.41405.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	15.00		60076		D	-				POSTAGE	101.41408.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	2.04		60076		D	-				POSTAGE	101.42412.0223
64020	02/01/22	POSTAGE 01/10-01/14/2022	2.04		60076		D	-				POSTAGE	230.43430.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	3.40		60117		D	-				POSTAGE	101.41401.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	23.82		60117		D	-				POSTAGE	101.41402.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	12.94		60117		D	-				POSTAGE	101.41403.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	34.22		60117		D	-				POSTAGE	101.41405.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	15.00		60117		D	-				POSTAGE	101.41408.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	0.68		60117		D	-				POSTAGE	101.42411.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	8.16		60117		D	-				POSTAGE	101.42412.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	2.06		60117		D	-				POSTAGE	101.43425.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	0.68		60117		D	-				POSTAGE	101.45001.0223
64020	02/01/22	POSTAGE 01/17-01/21/2022	1.36		60117		D	-				POSTAGE	651.48484.0223
			721.11	*CHECK TOTAL									
		VENDOR TOTAL	1,596.02										
GRAINGER INC 000786													
63904	02/01/22	*21*SHOP SUPPLIES	11.01		9158727090		D	-				GENERAL SUPPLIES	651.48484.0229
63904	02/01/22	*21*FAUCET SENSORS	395.60		9163955660		D	-				MTCE. OF STRUCTU	101.45433.0225
63904	02/01/22	*21*HEDGE TRIMMER	228.35		9919361510		D	-				SMALL TOOLS	651.48484.0221
			634.96	*CHECK TOTAL									
64021	02/01/22	HVAC FILTERS	145.28		9173458457		D	-				MTCE. OF EQUIPME	651.48484.0224
64021	02/01/22	SHOP SUPPLIES	145.63		9176289024		D	-				GENERAL SUPPLIES	651.48484.0229
			290.91	*CHECK TOTAL									
		VENDOR TOTAL	925.87										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
GRAND RENTAL STATION 001887													
63905	02/01/22	*21* GENERATOR	1,100.00		1-569411			D	-			SMALL TOOLS	101.45433.0221
HANSEN ADVERTISING SPECI 000321													
63906	02/01/22	*21* CONV. PROMO ITEMS	1,046.52		45392			D	-			OTHER CHARGES	208.45008.0449
63906	02/01/22	*21* CONV. PROMO ITEMS	1,953.64		45392			D	-			OTHER CHARGES	208.45008.0449
63906	02/01/22	*21* CONV. PROMO ITEMS	395.62		45392			D	-			OTHER CHARGES	208.45008.0449
63906	02/01/22	*21* CONV. PROMO ITEMS	962.68		45392			D	-			OTHER CHARGES	208.45008.0449
63906	02/01/22	*21* SPORTS SHOW ITEMS	873.61		45394			D	-			TRAVEL-CONF.-SCH	208.45006.0333
63906	02/01/22	*21* CONV. PROMO ITEMS	1,294.45		45395			D	-			OTHER CHARGES	208.45011.0449
63906	02/01/22	*21* CONV. PROMO ITEMS	1,194.45		45396			D	-			OTHER CHARGES	208.45008.0449
63906	02/01/22	*21* CONV. PROMO ITEMS	1,152.50		45398			D	-			OTHER CHARGES	208.45010.0449
63906	02/01/22	*21* SPORTS SHOW ITEMS	895.83		45399			D	-			TRAVEL-CONF.-SCH	208.45006.0333
63906	02/01/22	*21* CONV. PROMO ITEMS	809.24		45400			D	-			OTHER CHARGES	208.45011.0449
63906	02/01/22	*21* SPORTS SHOW ITEMS	961.24		45408			D	-			TRAVEL-CONF.-SCH	208.45006.0333
			11,539.78	*CHECK TOTAL									
		VENDOR TOTAL	11,539.78										
HAUG IMPLEMENT CO - JOHN 000324													
63907	02/01/22	*21*SERV TRACTOR-PARTS	164.85		407254			D	-			MTCE. OF EQUIPME	651.48486.0224
63907	02/01/22	*21*SERV TRACTOR-LABOR	498.00		407254			D	-			MTCE. OF EQUIPME	651.48486.0334
63907	02/01/22	*21*HYD HOSE/FITTINGS	35.37		408650			D	-			INVENTORIES-MDSE	101.125000
			698.22	*CHECK TOTAL									
		VENDOR TOTAL	698.22										
HAUG-KUBOTA LLC 002609													
63908	02/01/22	*21* SNOW BLOWER COUPLER	26.98		18720			D	-			MTCE. OF EQUIPME	651.48484.0224
HAWKINS INC 000325													
64022	02/01/22	FERRIC CHLORIDE	7,014.06		6095904			D	-			GENERAL SUPPLIES	651.48484.0229
64022	02/01/22	SODIUM HYPOCHLORITE	1,020.97		6096018			D	-			GENERAL SUPPLIES	651.48484.0229
64022	02/01/22	FERRIC CHLORIDE	7,005.30		6099406			D	-			GENERAL SUPPLIES	651.48484.0229
			15,040.33	*CHECK TOTAL									
		VENDOR TOTAL	15,040.33										
HEGLUND CATERING 002036													
63909	02/01/22	*21* LIESURE COMM. LNCHS	123.98		13647			D	-			TRAVEL-CONF.-SCH	208.45005.0333
63909	02/01/22	*21* CVB BOARD LUNCHES	154.97		13662			D	-			TRAVEL-CONF.-SCH	208.45005.0333
			278.95	*CHECK TOTAL									
		VENDOR TOTAL	278.95										
HERITAGE BANK 000001													
63842	01/21/22	2014 GO IMP BOND-I	924.42		010522			D	-			INTEREST	314.47100.0444
63842	01/21/22	2014 GO IMP BOND-P	20,600.00		010522			D	-			BONDS	314.47100.0660
63842	01/21/22	2014 GO IMP BOND-P	64,600.00		010522			D	-			BONDS	314.47100.0660
			86,124.42	*CHECK TOTAL									
		VENDOR TOTAL	86,124.42										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HERREID & ASSOCIATES 003688													
63910	02/01/22	*21*CONSULTING SERVICE	3,362.50		1209		D	-				PROFESSIONAL SER	101.42411.0446
HIGH POINT NETWORKS INC 002299													
63911	02/01/22	*21* ANTIVIRUS SUBSCR.	850.85		195786		D	-				SUBSCRIPTIONS AN	101.41409.0443
64023	02/01/22	FIREWALL SUBSCRIP.-JAN	1,954.00		195471		D	-				SUBSCRIPTIONS AN	101.41409.0443
64023	02/01/22	PD BACKUP/RETENTION-JAN	259.00		195485		D	-				SUBSCRIPTIONS AN	101.41409.0443
64023	02/01/22	MIMECAST MIGRATION	1,050.00		196248		D	-				PROFESSIONAL SER	101.41409.0446
64023	02/01/22	MIMECAST EMAIL FLTR SE	1,191.25		196260		D	-				SUBSCRIPTIONS AN	101.41409.0443
			4,454.25	*CHECK TOTAL									
		VENDOR TOTAL	5,305.10										
HILDI INC 003133													
63912	02/01/22	*21*ACTUARIAL DISCLOSURE	800.00		13530		D	-				PROFESSIONAL SER	101.41405.0446
HILLYARD\HUTCHINSON 000333													
64024	02/01/22	GARBAGE BAGS	427.36		604587954		D	-				GENERAL SUPPLIES	101.45433.0229
64024	02/01/22	GARBAGE BAGS	266.91		604587956		D	-				GENERAL SUPPLIES	101.41408.0229
64024	02/01/22	GARBAGE BAGS	212.73		604587956		D	-				GENERAL SUPPLIES	101.45427.0229
64024	02/01/22	CLEANING SUPPLIES	123.10		604587966		D	-				CLEANING AND WAS	101.45435.0228
64024	02/01/22	TOILET TISSUE/SUPPLIES	551.04		604587999		D	-				GENERAL SUPPLIES	101.41408.0229
64024	02/01/22	TRIDENT VACUUM	630.00		604587999		D	-				SMALL TOOLS	101.45427.0221
64024	02/01/22	TOILET TISSUE/SUPPLIES	125.67		604587999		D	-				GENERAL SUPPLIES	101.45427.0229
64024	02/01/22	CLEANING SUPPLIES	27.60		604600022		D	-				CLEANING AND WAS	101.45433.0228
64024	02/01/22	GARBAGE BAGS	85.60		604600049		D	-				GENERAL SUPPLIES	101.45435.0229
			2,450.01	*CHECK TOTAL									
		VENDOR TOTAL	2,450.01										
HOLME/MICHAEL 002511													
64025	02/01/22	MSCIC CONFERENCE	82.00		011122		D	-				TRAVEL-CONF.-SCH	101.42411.0333
HOME DEPOT CREDIT SERVIC 000058													
63913	02/01/22	*21*PAINT SUPPLIES	199.86		123121		D	-				GENERAL SUPPLIES	101.42411.0229
HOME STATE BANK 003067													
63843	01/21/22	2020 GO IMP BOND-I	2,861.25		010522		D	-				INTEREST	300.47100.0444
63843	01/21/22	2020 GO IMP BOND-P	30,000.00		010522		D	-				BONDS	300.47100.0660
63843	01/21/22	2014 GO IMP BOND-I	924.42		010522		D	-				INTEREST	314.47100.0444
63843	01/21/22	2014 GO IMP BOND-P	20,600.00		010522		D	-				BONDS	314.47100.0660
63843	01/21/22	2014 GO IMP BOND-P	64,600.00		010522		D	-				BONDS	314.47100.0660
63843	01/21/22	2015 GO IMP BOND-I	3,530.63		010522		D	-				INTEREST	315.47100.0444
63843	01/21/22	2015 GO IMP BOND-P	50,000.00		010522		D	-				BONDS	315.47100.0660
63843	01/21/22	2015 GO IMP BOND-P	219,000.00		010522		D	-				BONDS	315.47100.0660
63843	01/21/22	2016 GO IMP BOND-I	3,975.00		010522		D	-				INTEREST	316.47100.0444
63843	01/21/22	2016 GO IMP BOND-P	50,000.00		010522		D	-				BONDS	316.47100.0660
63843	01/21/22	2019 GO IMP BOND-I	4,163.00		010522		D	-				INTEREST	319.47100.0444
63843	01/21/22	2019 GO IMP BOND-P	37,000.00		010522		D	-				BONDS	319.47100.0660
			486,654.30	*CHECK TOTAL									
		VENDOR TOTAL	486,654.30										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
HUYCK/WILLARD 003670													
64026	02/01/22	COOKIES-WORK SESSION	55.99		010522		D	-				SUBSISTENCE OF P	235.41402.0227
HYDRITE CHEMICAL CO 002837													
64027	02/01/22	DEFOAMER	2,170.60		02539331		D	-				GENERAL SUPPLIES	651.48484.0229
IDEXX DISTRIBUTION INC 003366													
64028	02/01/22	LAB SUPPLIES	2,159.28		3099651887		D	-				GENERAL SUPPLIES	651.48484.0229
IN CONTROL INC 002486													
63914	02/01/22	*21*REPL L.S. PROCESSOR	292.00		21010NL01		D	-				OTHER SERVICES	651.48485.0339
INDEPENDENT SCHOOL DIST 000348													
63915	02/01/22	*21*SCHL RETIRE PKG-DE	1,057.66		8396		D	-				PROFESSIONAL SER	101.45432.0446
INNOVATIVE OFFICE SOLUTI 003023													
63916	02/01/22	*21*BULLETIN BOARD	31.24		IN3586012		D	-				GENERAL SUPPLIES	101.42412.0229
63916	02/01/22	*21*OFFICE SUPPLIES	91.95		IN3606960		D	-				OFFICE SUPPLIES	101.41410.0220
63916	02/01/22	*21*OFFICE SUPPLIES	7.96		IN3607998		D	-				OFFICE SUPPLIES	101.41410.0220
			131.15	*CHECK TOTAL									
64029	02/01/22	CALENDAR REFILL	3.09		INV3620299		D	-				OFFICE SUPPLIES	101.42411.0220
64029	02/01/22	OFFICE SUPPLIES	2.12		IN3612455		D	-				OFFICE SUPPLIES	101.41410.0220
64029	02/01/22	BOARD FOR KEYS	42.61		IN3617150		D	-				GENERAL SUPPLIES	101.45432.0229
64029	02/01/22	DRY ERASE BRDS-LOCKERRMS	239.08		IN3617150		D	-				GENERAL SUPPLIES	101.45433.0229
64029	02/01/22	OFFICE SUPPLIES	132.49		IN3618412		D	-				OFFICE SUPPLIES	101.42411.0220
64029	02/01/22	OFFICE SUPPLIES	34.79		IN3637917		D	-				OFFICE SUPPLIES	101.42411.0220
64029	02/01/22	OFFICE SUPPLIES	216.27		IN3641917		D	-				OFFICE SUPPLIES	101.41410.0220
64029	02/01/22	OFFICE SUPPLIES	92.37		IN3645953		D	-				OFFICE SUPPLIES	651.48484.0220
			762.82	*CHECK TOTAL									
		VENDOR TOTAL	893.97										
INTERSTATE POWER SYSTEMS 001699													
63917	02/01/22	*21*GBT VENT	246.83		2626378		D	-				MTCE. OF EQUIPME	651.48486.0224
JAGUSH/JEFFREY 003037													
63918	02/01/22	*21* MILEAGE 12/16-12/29	31.36		012822		D	-				TRAVEL-CONF.-SCH	101.43425.0333
63918	02/01/22	*21* MILEAGE 12/16-12/29	2.24		012822		D	-				TRAVEL-CONF.-SCH	101.45435.0333
63918	02/01/22	*21* MILEAGE 12/16-12/29	8.40		012822		D	-				TRAVEL-CONF.-SCH	651.48484.0333
			42.00	*CHECK TOTAL									
		VENDOR TOTAL	42.00										
JOHANNECK WTR CONDITIONI 003355													
63919	02/01/22	*21*COOLER RENTAL	1.00		CR1711-3-101		D	-				RENTS	651.48484.0440
63919	02/01/22	*21*COOLER RENTAL	2.00		CR1711-3-113		D	-				RENTS	651.48484.0440
63919	02/01/22	*21* R.O. SYSTEM RENTAL	39.00		ER1801-3-048		D	-				RENTS	101.41408.0440
63919	02/01/22	*21* COOLER RENTAL	2.00		ER1801-3-048		D	-				RENTS	101.41408.0440
63919	02/01/22	*21* SANITIZE R.O. SYSTE	64.80		89065		D	-				RENTS	101.41408.0440

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
JOHANNECK WTR CONDITIONI 003355													
63919	02/01/22	*21*DRINKING WATER	18.00		89186		D	-				GENERAL SUPPLIES	651.48484.0229
			126.80	*CHECK TOTAL									
64030	02/01/22	COOLER RENTAL	1.00		CR1711-3-114		D	-				RENTS	651.48484.0440
64030	02/01/22	COOLER RENTAL	2.00		CR1711-3-126		D	-				RENTS	651.48484.0440
64030	02/01/22	R.O. SYSTEM RENTAL	39.00		ER1801-3-049		D	-				RENTS	101.41408.0440
64030	02/01/22	COOLER RENTAL	2.00		ER1801-3-049		D	-				RENTS	101.41408.0440
64030	02/01/22	DRINKING WATER	42.00		89394		D	-				GENERAL SUPPLIES	651.48484.0229
64030	02/01/22	SOFTENER SALT	19.70		89551		D	-				GENERAL SUPPLIES	101.43425.0229
64030	02/01/22	DRINKING WATER	18.00		89600		D	-				GENERAL SUPPLIES	651.48484.0229
64030	02/01/22	DRINKING WATER	32.00		89882		D	-				GENERAL SUPPLIES	651.48484.0229
64030	02/01/22	SOFTENER SALT	119.90		90024		D	-				GENERAL SUPPLIES	101.41408.0229
64030	02/01/22	DRINKING WATER	24.00		90164		D	-				GENERAL SUPPLIES	651.48484.0229
			299.60	*CHECK TOTAL									
		VENDOR TOTAL	426.40										
K M FIRE PUMP SPECIALIST 000371													
63920	02/01/22	*21*#022446 REPAIR-PAR	1,150.20		7956		D	N	01			MTCE. OF EQUIPME	101.42412.0224
64031	02/01/22	#130522-REPL DRAIN VALVE	44.30		7964		D	N	01			MTCE. OF EQUIPME	101.42412.0224
64031	02/01/22	#130522-REPL DRAIN VALVE	45.00		7964		D	N	01			MTCE. OF EQUIPME	101.42412.0334
			89.30	*CHECK TOTAL									
		VENDOR TOTAL	1,239.50										
K-TECH SPECIALTY COATING 003570													
64032	02/01/22	DE-ICER	766.09		202201-K0083		D	-				GENERAL SUPPLIES	101.43425.0229
KANDIYOHI CO RECORDER'S 000382													
63921	02/01/22	*21*RECORDING FEES	56.00		683512		D	-				PROFESSIONAL SER	101.41402.0446
KANDIYOHI CO TREASURER 000385													
64033	02/01/22	LICENSE TABS	38.50		01262022		D	-				LICENSES AND TAX	101.41402.0445
64033	02/01/22	LICENSE TABS	19.25		01262022		D	-				LICENSES AND TAX	101.41408.0445
64033	02/01/22	LICENSE TABS	38.50		01262022		D	-				LICENSES AND TAX	101.42412.0445
64033	02/01/22	LICENSE TABS	19.25		01262022		D	-				LICENSES AND TAX	101.42412.0445
64033	02/01/22	LICENSE TABS	57.75		01262022		D	-				LICENSES AND TAX	101.43417.0445
64033	02/01/22	LICENSE TABS	770.00		01262022		D	-				LICENSES AND TAX	101.43425.0445
64033	02/01/22	LICENSE TABS	19.25		01262022		D	-				LICENSES AND TAX	101.45432.0445
64033	02/01/22	LICENSE TABS	19.25		01262022		D	-				LICENSES AND TAX	101.45433.0445
64033	02/01/22	LICENSE TABS	134.75		01262022		D	-				LICENSES AND TAX	651.48484.0445
			1,116.50	*CHECK TOTAL									
		VENDOR TOTAL	1,116.50										
KANDIYOHI CO-OP ELECTRIC 000375													
64034	02/01/22	CO RD 23/HWY 71 BYPASS	112.00		STMT/1-22		D	-				UTILITIES	101.43425.0332
64034	02/01/22	ELEC SERV-SECURITY LIGHT	38.00		STMT/1-22		D	-				UTILITIES	651.48486.0332
64034	02/01/22	ELEC SERV-LIFT STATIONS	677.00		STMT/1-22		D	-				UTILITIES	651.48487.0332
			827.00	*CHECK TOTAL									
		VENDOR TOTAL	827.00										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
KENSINGTON BANK		003068											
63844	01/21/22	2020 GO IMP BOND-I	2,861.25		010522		D	-				INTEREST	300.47100.0444
63844	01/21/22	2020 GO IMP BOND-P	30,000.00		010522		D	-				BONDS	300.47100.0660
63844	01/21/22	2014 GO IMP BOND-I	924.42		010522		D	-				INTEREST	314.47100.0444
63844	01/21/22	2014 GO IMP BOND-P	20,600.00		010522		D	-				BONDS	314.47100.0660
63844	01/21/22	2014 GO IMP BOND-P	64,600.00		010522		D	-				BONDS	314.47100.0660
63844	01/21/22	2015 GO IMP BOND-I	2,821.88		010522		D	-				INTEREST	315.47100.0444
63844	01/21/22	2015 GO IMP BOND-P	41,000.00		010522		D	-				BONDS	315.47100.0660
63844	01/21/22	2015 GO IMP BOND-P	174,000.00		010522		D	-				BONDS	315.47100.0660
63844	01/21/22	2016 GO IMP BOND-I	3,975.00		010522		D	-				INTEREST	316.47100.0444
63844	01/21/22	2016 GO IMP BOND-P	50,000.00		010522		D	-				BONDS	316.47100.0660
63844	01/21/22	2019 GO IMP BOND-I	5,267.00		010522		D	-				INTEREST	319.47100.0444
63844	01/21/22	2019 GO IMP BOND-P	46,000.00		010522		D	-				BONDS	319.47100.0660
63844	01/21/22	2017 GO IMP BOND-I	4,355.00		010522		D	-				INTEREST	397.47100.0444
63844	01/21/22	2017 GO IMP BOND-P	35,000.00		010522		D	-				BONDS	397.47100.0660
			481,404.55	*CHECK TOTAL									
		VENDOR TOTAL	481,404.55										
KNOW BE 4		003695											
64035	02/01/22	2023 SECURITY TRNG/SUB	2,724.75		Q-326128		D	-				PREPAID EXPENSES	101.128000
64035	02/01/22	2024 SECURITY TRNG/SUB	2,724.75		Q-326128		D	-				PREPAID EXPENSES	101.128000
64035	02/01/22	2025 SECURITY TRNG/SUBSC	227.06		Q-326128		D	-				PREPAID EXPENSES	101.128000
64035	02/01/22	2022 SECURITY TRNG/SUB	2,497.69		Q-326128		D	-				TRAVEL-CONF.-SCH	101.41409.0333
			8,174.25	*CHECK TOTAL									
		VENDOR TOTAL	8,174.25										
KRIS ENGINEERING INC		002498											
64036	02/01/22	PLOW CUTTING EDGES	2,871.85		35926		D	-				MTCE. OF EQUIPME	101.43425.0224
KRONOS		003457											
63922	02/01/22	*21* WORKFORCE RDY SFT	2,546.68		11861923		D	-				PROFESSIONAL SER	101.41420.0446
KVEENE/CHRIS		003399											
64037	02/01/22	AIRFARE-KNOW BE4 CONF	234.20		010422		D	-				TRAVEL-CONF.-SCH	101.41409.0333
KWIK TRIP INC		003423											
63845	01/21/22	*21* 14.766 GAL UNLEADED	43.06		STMT/12-21		D	-				MOTOR FUELS AND	101.42411.0222
LAKE REGION BANK		002886											
63846	01/21/22	2020 GO IMP BOND-I	2,861.25		010522		D	-				INTEREST	300.47100.0444
63846	01/21/22	2020 GO IMP BOND-P	30,000.00		010522		D	-				BONDS	300.47100.0660
63846	01/21/22	2014 GO IMP BOND-I	924.42		010522		D	-				INTEREST	314.47100.0444
63846	01/21/22	2014 GO IMP BOND-P	20,600.00		010522		D	-				BONDS	314.47100.0660
63846	01/21/22	2014 GO IMP BOND-P	64,600.00		010522		D	-				BONDS	314.47100.0660
63846	01/21/22	2015 GO IMP BOND-I	2,821.88		010522		D	-				INTEREST	315.47100.0444
63846	01/21/22	2015 GO IMP BOND-P	41,000.00		010522		D	-				BONDS	315.47100.0660
63846	01/21/22	2015 GO IMP BOND-P	174,000.00		010522		D	-				BONDS	315.47100.0660
63846	01/21/22	2016 GO IMP BOND-I	3,950.00		010522		D	-				INTEREST	316.47100.0444
63846	01/21/22	2016 GO IMP BOND-P	49,000.00		010522		D	-				BONDS	316.47100.0660
63846	01/21/22	2019 GO IMP BOND-I	5,267.00		010522		D	-				INTEREST	319.47100.0444

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LAKE REGION BANK		002886											
63846	01/21/22	2019 GO IMP BOND-P	46,000.00		010522			D	-			BONDS	319.47100.0660
63846	01/21/22	2017 GO IMP BOND-I	5,785.00		010522			D	-			INTEREST	397.47100.0444
63846	01/21/22	2017 GO IMP BOND-P	46,000.00		010522			D	-			BONDS	397.47100.0660
			492,809.55	*CHECK TOTAL									
		VENDOR TOTAL	492,809.55										
LAKE REGION FIRE FIGHTER		001298											
64038	02/01/22	2022 MEMBERSHIP DUES	40.00		1156			D	-			SUBSCRIPTIONS AN	101.42412.0443
LAKESIDE PRESS		001646											
63923	02/01/22	*21*MAP PADS	1,268.00		10808			D	-			PRINTING AND PUB	208.45005.0331
LEAGUE OF MN CITIES		000412											
64039	02/01/22	PATROL TRNG REGIS.	3,060.00		356192			D	-			TRAVEL-CONF.-SCH	101.42411.0333
64039	02/01/22	DAVIS-SEMINAR REGIS.	275.00		358834			D	-			TRAVEL-CONF.-SCH	101.41401.0333
			3,335.00	*CHECK TOTAL									
		VENDOR TOTAL	3,335.00										
LEAGUE OF MN HUMAN RIGHT		001374											
64040	02/01/22	2022 MEMBERSHIP DUES	100.00		2274			D	-			SUBSCRIPTIONS AN	101.41401.0443
LETS		003694											
64041	02/01/22	2022 LETS SFTWRE SUBSC	4,020.00		INV-001180			D	-			SUBSCRIPTIONS AN	101.42411.0443
LIFELOC TECHNOLOGIES INC		000978											
63924	02/01/22	*21*PORT. BREATH TESTER	596.00		360264			D	-			SMALL TOOLS	101.42411.0221
LINDAHL/JASON		001400											
63925	02/01/22	*21*MILEAGE 11/2-12/22	124.32		123121			D	-			TRAVEL-CONF.-SCH	651.48484.0333
LINK SUPPORT SERVICES LL		003624											
64042	02/01/22	MTCE ON UPS/BATTERIES	1,150.00		1670			D	-			MTCE. OF EQUIPME	651.48484.0334
LITTLE FALLS MACHINE INC		000928											
63926	02/01/22	*21*#132486 SPRING MNTS	234.96		362666			D	-			INVENTORIES-MDSE	101.125000
63926	02/01/22	*21*#186884 LOCK NUTS	59.15		362666			D	-			INVENTORIES-MDSE	101.125000
			294.11	*CHECK TOTAL									
		VENDOR TOTAL	294.11										
LLOYD SECURITY INC		003376											
64043	02/01/22	2022 FIRE MONITORING	306.00		149824			D	-			MTCE. OF STRUCTU	101.42412.0335
LOCAL GOV'T INFORMATION		003226											
64044	02/01/22	MONTHLY SUBSCRIP.-JAN	3,925.00		51413			D	-			SUBSCRIPTIONS AN	101.41409.0443
64044	02/01/22	SOFTWARE DEVELOPMENT	2,297.00		51501			D	-			PROFESSIONAL SER	101.41409.0446
			6,222.00	*CHECK TOTAL									
		VENDOR TOTAL	6,222.00										

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
LOFFLER COMPANIES 002593													
63927	02/01/22	*21*PHONE SERV-DEC	32.50		3891762			D	-			COMMUNICATIONS	208.45005.0330
63927	02/01/22	*21*CONTRACT USAGE-DEC	193.89		3916948			D	-			MTCE. OF EQUIPME	101.41405.0334
			226.39	*CHECK TOTAL									
		VENDOR TOTAL	226.39										
M-R SIGN CO INC 000424													
63928	02/01/22	*21*STREET SIGNS	170.44		214890			D	-			MTCE. OF OTHER I	101.43425.0226
63928	02/01/22	*21*STREET SIGNS	198.15		214978			D	-			MTCE. OF OTHER I	101.43425.0226
			368.59	*CHECK TOTAL									
		VENDOR TOTAL	368.59										
MACQUEEN EMERGENCY 003615													
63929	02/01/22	*21*FREIGHT CHARGES	7.64		P06219			D	-			POSTAGE	101.42412.0223
MACVB 001218													
64045	02/01/22	2022 MEMBERSHIP DUES	425.00		677			D	-			SUBSCRIPTIONS AN	208.45005.0443
MAGNUSON SHEET METAL INC 001121													
63930	02/01/22	*21* FURNACE MTCE-PARTS	387.05		141749			D	-			MTCE. OF STRUCTU	230.43430.0225
63930	02/01/22	*21* FURNACE MTCE-LABOR	95.00		141749			D	-			MTCE. OF STRUCTU	230.43430.0335
			482.05	*CHECK TOTAL									
		VENDOR TOTAL	482.05										
MARC 000435													
63931	02/01/22	*21* SIL. RELEASE AGEN	1,881.00		0748560-IN			D	-			GENERAL SUPPLIES	101.43425.0229
MARCO TECHNOLOGIES LLC 000437													
63932	02/01/22	*21*SHREDDING SERVICE	27.08		INV9475592			D	-			PROFESSIONAL SER	101.41403.0446
63932	02/01/22	*21*SHREDDING SERVICE	40.00		INV9480835			D	-			PROFESSIONAL SER	101.41403.0446
63932	02/01/22	*21*SHREDDING SERVICE	100.00		INV9512444			D	-			PROFESSIONAL SER	101.41403.0446
			167.08	*CHECK TOTAL									
64046	02/01/22	PRINT/PAGE COUNT	353.56		INV9517047			D	-			SUBSCRIPTIONS AN	101.41409.0443
		VENDOR TOTAL	520.64										
MARCO TECHNOLOGIES LLC 001838													
63933	02/01/22	*21*COPIER LEASE-DEC	141.96		459906061			D	-			RENTS	101.42411.0440
64047	02/01/22	COPIER LEASE-JAN	136.18		460895360			D	-			RENTS	101.45432.0440
64047	02/01/22	COPIER LEASE-JAN	154.17		461271207			D	-			RENTS	101.42412.0440
64047	02/01/22	COPIER LEASE-JAN	187.31		461271595			D	-			RENTS	651.48484.0440
64047	02/01/22	COPIER LEASE-JAN	148.56		462432006			D	-			RENTS	101.42411.0440
64047	02/01/22	COPIER LEASE-FEB	240.88		463358812			D	-			RENTS	101.45432.0440
			867.10	*CHECK TOTAL									
		VENDOR TOTAL	1,009.06										
MARCUS CONSTRUCTION CO I 000438													
64048	02/01/22	SWANSSON FIELD	142,039.57		13001			D	-			PROFESSIONAL SER	420.45504.0446

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MARCUS CONSTRUCTION CO I 000438													
64048	02/01/22	RECREATIONAL FIELDS	29,232.19		13002		D	-				PROFESSIONAL SER	420.45502.0446
64048	02/01/22	WILLMAR REC/EVENT	1,290,472.15		13010		D	-				PROFESSIONAL SER	420.45506.0446
			1,461,743.91	*CHECK TOTAL									
		VENDOR TOTAL	1,461,743.91										
MCAA 003692													
64049	02/01/22	VEHICLE SIEZURE FORMS	11.00		200008663		D	-				OFFICE SUPPLIES	101.42411.0220
64049	02/01/22	FORFEITURE FORMS	22.00		200008663		D	-				OFFICE SUPPLIES	101.42411.0220
			33.00	*CHECK TOTAL									
		VENDOR TOTAL	33.00										
MENARDS 000449													
63934	02/01/22	*21*KNEE PADS	4.82		28476		D	-				SMALL TOOLS	101.45437.0221
63934	02/01/22	*21*SIGN REPAIR-PARTS	17.67		28648		D	-				MTCE. OF STRUCTU	101.43425.0225
63934	02/01/22	*21*SHOP SUPPLIES	18.43		29607		D	-				GENERAL SUPPLIES	101.43425.0229
			40.92	*CHECK TOTAL									
64050	02/01/22	BULIDING MTRL-BENCHES	103.19		01062022		D	-				MTCE. OF EQUIPME	101.45433.0224
64050	02/01/22	BOLTS	50.85		01072022		D	-				MTCE. OF EQUIPME	101.43425.0224
64050	02/01/22	SCREWS	4.79		01072022		D	-				GENERAL SUPPLIES	101.45427.0229
64050	02/01/22	MOUSE TRAPS	3.73		01122022		D	-				GENERAL SUPPLIES	101.43425.0229
64050	02/01/22	LAB SUPPLES	120.19		01122022		D	-				GENERAL SUPPLIES	651.48484.0229
64050	02/01/22	PAINT	50.39		01192022		D	-				GENERAL SUPPLIES	101.43425.0229
64050	02/01/22	BATTERIES/SHOP SUPPLIES	30.74		01242022		D	-				MTCE. OF EQUIPME	101.41408.0224
64050	02/01/22	BATTERIES/SHOP SUPPLIES	47.97		01242022		D	-				GENERAL SUPPLIES	101.41408.0229
64050	02/01/22	PLIERS WRENCH/LP HEATER	249.98		31214		D	-				SMALL TOOLS	101.43425.0221
64050	02/01/22	12' TELESCOPIC LADDER	97.87		31298		D	-				SMALL TOOLS	101.42412.0221
			759.70	*CHECK TOTAL									
		VENDOR TOTAL	800.62										
METRO SALES INC 003016													
63935	02/01/22	*21* CNTRCT USAGE	238.64		INV1968240		D	-				MTCE. OF EQUIPME	101.42411.0334
MID STATES AUDIO INC 003349													
64051	02/01/22	AUDIO SYSTEM	22,540.00		31985		D	-				BUILDINGS AND ST	450.45433.0551
MIELKE/BRENT .03107													
63832	01/07/22	ZOO MAN PERFORMANCE	275.00		010722		D	-				PROFESSIONAL SER	101.45435.0446
MIKE'S SMALL ENGINE CENT 002699													
63936	02/01/22	*21*CHAIN SAW PARTS	5.99		116886		D	-				MTCE. OF EQUIPME	101.43425.0224
63936	02/01/22	*21*#202812-SOLENOID	129.99		116900		D	-				INVENTORIES-MDSE	101.125000
63936	02/01/22	*21*CHAIN SAW OIL	25.17		117109		D	-				MOTOR FUELS AND	101.43425.0222
63936	02/01/22	*21* CHAIN SAW PARTS	68.99		117109		D	-				MTCE. OF EQUIPME	101.43425.0224
63936	02/01/22	*21*CHAIN FOR SAWS	77.98		20135		D	-				MTCE. OF EQUIPME	101.43425.0224
63936	02/01/22	*21*CHAIN SAW PARTS	68.89		20162		D	-				MTCE. OF EQUIPME	101.43425.0224
63936	02/01/22	*21*CHAIN SAW PARTS	3.95		20163		D	-				MTCE. OF EQUIPME	101.43425.0224

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MIKE'S SMALL ENGINE CENT 002699													
63936	02/01/22	*21*CHAIN SAW PARTS	23.38		20176			D	-			INVENTORIES-MDSE	101.125000
63936	02/01/22	*21*CHAPS/HELMET	206.80		20387			D	-			SUBSISTENCE OF P	101.43425.0227
63936	02/01/22	*21*CHAPS	135.94		20454			D	-			SUBSISTENCE OF P	101.43425.0227
63936	02/01/22	*21*EAR MUFFS/VISOR CARR	23.90		20964			D	-			SUBSISTENCE OF P	101.43425.0227
63936	02/01/22	*21* CHAIN SAW OIL	50.06		20979			D	-			MOTOR FUELS AND	101.43425.0222
63936	02/01/22	*21* CHAIN SAW PARTS	67.96		20982			D	-			MTCE. OF EQUIPME	101.43425.0224
			889.00	*CHECK TOTAL									
		VENDOR TOTAL	889.00										
MIMECAST NORTH AMERICA I 003311													
64052	02/01/22	EMAIL MGMT SERV-JAN	1,579.13		INVUS1119211			D	-			SUBSCRIPTIONS AN	101.41409.0443
MINI BIFF LLC 001805													
63937	02/01/22	*21*TOILET RENTALS	99.71		A-129362			D	-			RENTS	101.43425.0440
MN CHIEFS OF POLICE ASSN 000480													
64053	02/01/22	SCHAEFBAUER-LDRSHP TRNG	700.00		12962			D	-			TRAVEL-CONF.-SCH	101.42411.0333
MN DEPT OF LABOR & INDUS 000522													
63938	02/01/22	*21*4TH QTR SURCHARGE	5,082.75		011822			D	-			OTHER CHARGES	101.41402.0449
MN DEPT OF LABOR & INDUS 002857													
64054	02/01/22	ELEVATOR LICENSE	100.00		ALR0129173X			D	-			LICENSES AND TAX	101.45433.0445
MN DEPT OF PUBLIC SAFETY 000490													
64055	02/01/22	HAZ. CHEMICAL FEE	25.00		3417500912021			D	-			LICENSES AND TAX	651.48484.0445
MN DEPT OF REVENUE 000492													
412	01/18/22	*21* SALES TAX-DEC	1,719.00		STMT/12-21			M	-			SALES TAX PAYABL	101.206000
412	01/18/22	*21* USE TAX-DEC	26.48		STMT/12-21			M	-			SALES TAX PAYABL	101.206000
412	01/18/22	*21* SALES TAX-DEC	1.32CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.41401.0229
412	01/18/22	*21* SALES TAX-DEC	0.39CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.41405.0229
412	01/18/22	*21* SALES TAX-DEC	0.46CR		STMT/12-21			M	-			SUBSISTENCE OF P	101.42411.0227
412	01/18/22	*21* DIESEL FUEL TAX-DEC	783.93		STMT/12-21			M	-			MOTOR FUELS AND	101.43425.0222
412	01/18/22	*21* USE TAX-DEC	225.35		STMT/12-21			M	-			MOTOR FUELS AND	101.43425.0222
412	01/18/22	*21* SALES TAX-DEC	0.35CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.43425.0229
412	01/18/22	*21* SALES TAX-DEC	1.99CR		STMT/12-21			M	-			SMALL TOOLS	101.45432.0221
412	01/18/22	*21* SALES TAX-DEC	5.64CR		STMT/12-21			M	-			MTCE. OF STRUCTU	101.45432.0225
412	01/18/22	*21* SALES TAX-DEC	1.84CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.45432.0229
412	01/18/22	*21* SALES TAX-DEC	1.02CR		STMT/12-21			M	-			SUBSCRIPTIONS AN	101.45432.0443
412	01/18/22	*21* SALES TAX-DEC	17.09CR		STMT/12-21			M	-			SMALL TOOLS	101.45433.0221
412	01/18/22	*21* SALES TAX-DEC	21.68CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.45433.0229
412	01/18/22	*21* SALES TAX-DEC	5.68CR		STMT/12-21			M	-			GENERAL SUPPLIES	101.45435.0229
412	01/18/22	*21* USE TAX-DEC	1.17		STMT/12-21			M	-			MOTOR FUELS AND	651.48484.0222
412	01/18/22	*21* SALES TAX-DEC	5.69CR		STMT/12-21			M	-			GENERAL SUPPLIES	651.48484.0229
412	01/18/22	*21* DIESEL FUEL TAX-DEC	17.78		STMT/12-21			M	-			MOTOR FUELS AND	651.48485.0222
412	01/18/22	*21* SALES TAX-DEC	20.85CR		STMT/12-21			M	-			GENERAL SUPPLIES	899.45432.0229
			2,689.71	*CHECK TOTAL									
		VENDOR TOTAL	2,689.71										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MN PEIP		003450											
63833	01/07/22	HEALTH INSURANCE-FEB	2,589.28		1158474			D	-			COBRA INS PREMIU	101.120001
63833	01/07/22	HEALTH INSURANCE-FEB	2,115.42		1158474			D	-			EMPLOYER INSUR.	101.41400.0114
63833	01/07/22	HEALTH INSURANCE-FEB	4,812.77		1158474			D	-			EMPLOYER INSUR.	101.41402.0114
63833	01/07/22	HEALTH INSURANCE-FEB	2,683.61		1158474			D	-			EMPLOYER INSUR.	101.41403.0114
63833	01/07/22	HEALTH INSURANCE-FEB	4,600.47		1158474			D	-			EMPLOYER INSUR.	101.41405.0114
63833	01/07/22	HEALTH INSURANCE-FEB	1,533.49		1158474			D	-			EMPLOYER INSUR.	101.41408.0114
63833	01/07/22	HEALTH INSURANCE-FEB	2,697.35		1158474			D	-			EMPLOYER INSUR.	101.41409.0114
63833	01/07/22	HEALTH INSURANCE-FEB	581.93		1158474			D	-			EMPLOYER INSUR.	101.41420.0114
63833	01/07/22	HEALTH INSURANCE-FEB	383.37		1158474			D	-			EMPLOYER INSUR.	101.41424.0114
63833	01/07/22	HEALTH INSURANCE-FEB	4,213.20		1158474			D	-			RETIRED EMPLOYEE	101.41428.0818
63833	01/07/22	HEALTH INSURANCE-FEB	657.90		1158474			D	-			INS. PASS THROUG	101.41428.0819
63833	01/07/22	HEALTH INSURANCE-FEB	54,896.40		1158474			D	-			EMPLOYER INSUR.	101.42411.0114
63833	01/07/22	HEALTH INSURANCE-FEB	6,133.96		1158474			D	-			EMPLOYER INSUR.	101.42412.0114
63833	01/07/22	HEALTH INSURANCE-FEB	2,882.16		1158474			D	-			EMPLOYER INSUR.	101.43417.0114
63833	01/07/22	HEALTH INSURANCE-FEB	32,425.83		1158474			D	-			EMPLOYER INSUR.	101.43425.0114
63833	01/07/22	HEALTH INSURANCE-FEB	1,533.49		1158474			D	-			EMPLOYER INSUR.	101.45001.0114
63833	01/07/22	HEALTH INSURANCE-FEB	4,230.84		1158474			D	-			EMPLOYER INSUR.	101.45432.0114
63833	01/07/22	HEALTH INSURANCE-FEB	3,066.98		1158474			D	-			EMPLOYER INSUR.	101.45433.0114
63833	01/07/22	HEALTH INSURANCE-FEB	931.08		1158474			D	-			EMPLOYER INSUR.	101.45435.0114
63833	01/07/22	HEALTH INSURANCE-FEB	290.97		1158474			D	-			EMPLOYER INSUR.	101.45437.0114
63833	01/07/22	HEALTH INSURANCE-FEB	13,548.17		1158474			D	-			EMPLOYER INSUR.	651.48484.0114
63833	01/07/22	HEALTH INSURANCE-FEB	1,533.49		1158474			D	-			EMPLOYER INSUR.	651.48485.0114
			148,342.16	*CHECK TOTAL									
		VENDOR TOTAL	148,342.16										
MN PUBLIC FACILITIES AUT		000496											
64056	02/01/22	MPFA-07-0043-R-FY09	400,155.88		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-09-0005-R-FY10	9,621.02		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-09-0043-R-FY10	342,606.80		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-09-0044-R-FY13	8,115.28		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-14-0050-R-FY15	9,535.00		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-CWRF-L-010-FY17	4,015.80		012522			D	-			INTEREST	651.48484.0444
64056	02/01/22	MPFA-CWRF-L-033-FY19	7,307.07		012522			D	-			INTEREST	651.48484.0444
			781,356.85	*CHECK TOTAL									
		VENDOR TOTAL	781,356.85										
MSFDA		.03068											
64057	02/01/22	2022 SUBSCRIPTION	238.00		020122			D	-			SUBSCRIPTIONS AN	101.42412.0443
MULTI-BANK SECURITIES		003319											
414	01/28/22	FHLB-3130AQJM6	1,000,000.00		012822			M	-			INVESTMENTS	101.109000
MUNICIPAL CODE CORPORATI		000540											
64058	02/01/22	LEGAL REVIEW	2,475.00		00369095			D	-			PROFESSIONAL SER	101.41403.0446
MUNICIPAL UTILITIES		000541											
63847	01/21/22	*21* UTILITIES FOR DEC	1,971.53		12/21			D	-			UTILITIES	101.41408.0332
63847	01/21/22	*21* UTILITIES FOR DEC	3,158.64		12/21			D	-			UTILITIES	101.43425.0332
63847	01/21/22	*21* UTILITIES FOR DEC	265.13		12/21			D	-			UTILITIES	101.45001.0332

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
MUNICIPAL UTILITIES 000541													
63847	01/21/22	*21* UTILITIES FOR DEC	1,844.81		12/21		D	-				UTILITIES	101.45427.0332
63847	01/21/22	*21* UTILITIES FOR DEC	63.39		12/21		D	-				UTILITIES	101.45432.0332
63847	01/21/22	*21* UTILITIES FOR DE	16,275.41		12/21		D	-				UTILITIES	101.45433.0332
63847	01/21/22	*21* UTILITIES FOR DEC	894.37		12/21		D	-				UTILITIES	101.45435.0332
63847	01/21/22	*21* UTILITIES FOR DEC	268.84		12/21		D	-				UTILITIES	101.45437.0332
63847	01/21/22	*21* UTILITIES FOR DEC	440.28		12/21		D	-				UTILITIES	420.45506.0332
63847	01/21/22	*21* UTILITIES FOR DEC	1,351.78		12/21		D	-				UTILITIES	651.48484.0332
63847	01/21/22	*21* UTILITIES FOR DEC	5,532.89		12/21		D	-				UTILITIES	651.48485.0332
			32,067.07	*CHECK TOTAL									
63939	02/01/22	*21* UTILITIES FOR DEC	24.00		12/21		D	-				UTILITIES	101.43425.0332
64059	02/01/22	UTILITIES FOR JAN	899.56		1/22		D	-				UTILITIES	101.42412.0332
64059	02/01/22	UTILITIES FOR JAN	1,094.55		1/22		D	-				UTILITIES	101.43425.0332
64059	02/01/22	UTILITIES FOR JAN	3,458.39		1/22		D	-				UTILITIES	230.43430.0332
64059	02/01/22	UTILITIES FOR JAN	49,172.54		1/22		D	-				UTILITIES	651.48484.0332
64059	02/01/22	UTILITIES FOR JAN	225.30		1/22		D	-				UTILITIES	651.48485.0332
64059	02/01/22	UTILITIES FOR JAN	48.10		1/22		D	-				UTILITIES	101.43425.0332
			54,898.44	*CHECK TOTAL									
		VENDOR TOTAL	86,989.51										
MUNICIPAL UTILITIES 002393													
63848	01/21/22	12/31/21 TAX STLMNT-DE	6,681.01		011922		D	-				DUE TO COMPONENT	295.210001
MUSCO SPORTS LIGHTING LL 003426													
63940	02/01/22	*21* SWANSSON LTG PR	213,315.00		358651		D	-				OTHER IMPROVEMEN	450.45432.0554
MVTL LABORATORIES INC 000544													
63941	02/01/22	*21*LAB TESTING	46.00		1114806		D	-				PROFESSIONAL SER	651.48484.0446
63941	02/01/22	*21*LAB TESTING	46.00		1123519		D	-				PROFESSIONAL SER	651.48484.0446
63941	02/01/22	*21*LAB TESTING	46.00		1124412		D	-				PROFESSIONAL SER	651.48484.0446
			138.00	*CHECK TOTAL									
64060	02/01/22	LAB TESTING	46.00		1125168		D	-				PROFESSIONAL SER	651.48484.0446
64060	02/01/22	LAB TESTING	634.00		1126864		D	-				PROFESSIONAL SER	651.48484.0446
64060	02/01/22	LAB TESTING	159.00		1127448		D	-				PROFESSIONAL SER	651.48484.0446
64060	02/01/22	LAB TESTING	46.00		1128088		D	-				PROFESSIONAL SER	651.48484.0446
			885.00	*CHECK TOTAL									
		VENDOR TOTAL	1,023.00										
MVTV WIRELESS 003372													
63849	01/21/22	AIRPORT INTERNET-JAN	162.95		11699-20220101		D	-				COMMUNICATIONS	101.41409.0330
64061	02/01/22	AIRPORT INTERNET-FEB	167.95		11699-20220201		D	-				COMMUNICATIONS	101.41409.0330
		VENDOR TOTAL	330.90										
NAPA CENTRAL MN 000249													
63942	02/01/22	*21*EQUIP REPAIR-PARTS	27.67		123021		D	-				MTCE. OF EQUIPME	101.45433.0224

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
NCL OF WISCONSIN INC 001627													
64062	02/01/22	LAB SUPPLIES	767.29		465124		D	-				GENERAL SUPPLIES	651.48484.0229
NELSEN/CALLIE 003639													
63943	02/01/22	*21* SB PITCHING LESSONS	770.00		012522		D	N	01			PROFESSIONAL SER	101.45432.0446
NELSON INTERNATIONAL 000568													
63944	02/01/22	*21*TIRE REPAIR-PARTS	50.25		R101029764:01		D	-				MTCE. OF EQUIPME	101.42412.0224
63944	02/01/22	*21*TIRE REPAIR-LABOR	60.00		R101029764:01		D	-				MTCE. OF EQUIPME	101.42412.0334
63944	02/01/22	*21*#157603 WINDSH REPLA	630.00		R101029849:01		D	-				INSURANCE DEDUCT	101.41428.0822
			740.25	*CHECK TOTAL									
		VENDOR TOTAL	740.25										
NELSON SANITATION & RENT 003502													
63945	02/01/22	*21*TELEVISED SEWERS	1,951.09		INV/2021/8771		D	-				OTHER SERVICES	651.48485.0339
NELSON/CHAD 001794													
64063	02/01/22	MSCIC CONFERENCE	56.00		011122		D	-				TRAVEL-CONF.-SCH	101.42411.0333
NEO ELECTRICAL SOLUTIONS 003690													
63946	02/01/22	*21* RELAMP MALSR SYSTEM	650.00		10372		D	-				MTCE. OF OTHER I	230.43430.0336
NEW LONDON BUSINESS NETW 003646													
64064	02/01/22	2022 MEMBERSHIP DUES	400.00		135		D	-				SUBSCRIPTIONS AN	208.45005.0443
NFPA 003628													
64065	02/01/22	2023 FIRE CODE SUBSCRIP.	112.12		8088104X		D	-				PREPAID EXPENSES	101.128000
64065	02/01/22	2022 FIRE CODE SUBSCRI	1,233.38		8088104X		D	-				SUBSCRIPTIONS AN	101.42412.0443
			1,345.50	*CHECK TOTAL									
		VENDOR TOTAL	1,345.50										
NORTH COUNTRY GM .03138													
63850	01/21/22	2021 CHEVY TAHOE	38,957.76		9977349		D	-				INSURANCE DEDUCT	101.41428.0822
NORTHERN STATES SUPPLY 000585													
64066	02/01/22	NUTS/BOLTS	19.23		10-598775		D	-				MTCE. OF EQUIPME	101.43425.0224
64066	02/01/22	BATTERIES	8.32		10-598855		D	-				GENERAL SUPPLIES	101.43425.0229
64066	02/01/22	NUTS	10.35		10-599167		D	-				MTCE. OF EQUIPME	101.43425.0224
64066	02/01/22	MARKING PAINT	107.09		1570063		D	-				GENERAL SUPPLIES	101.43425.0229
			144.99	*CHECK TOTAL									
		VENDOR TOTAL	144.99										
O'REILLY AUTOMOTIVE INC 000650													
63947	02/01/22	*21*FLOOR DRY	76.93		1528-373162		D	-				GENERAL SUPPLIES	101.42412.0229
OASIS AERO INC 003286													
63948	02/01/22	*21* AIRPORT MGMT-NOV	4,000.00		4381		D	-				PROFESSIONAL SER	230.43430.0446

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
OASIS AERO INC		003286											
64067	02/01/22	TOILET TISSUE/HAND TWLS	60.96		4400			D	-			GENERAL SUPPLIES	230.43430.0229
64067	02/01/22	BULBS FOR RUNWAY LTS	461.81		4403			D	-			MTCE. OF OTHER I	230.43430.0226
			522.77	*CHECK TOTAL									
		VENDOR TOTAL	4,522.77										
PAPER & THREADS LLC		002895											
63949	02/01/22	*21*PATCHES EXPLO SHIRTS	21.00		122521			D	-			MTCE. OF EQUIPME	101.42411.0334
64068	02/01/22	PATCHES/LOGOS ON JKTS	681.00		010622			D	-			MTCE. OF EQUIPME	101.42411.0334
64068	02/01/22	LOGO ON CERT VESTS	80.00		012422			D	-			MTCE. OF EQUIPME	101.42411.0334
			761.00	*CHECK TOTAL									
		VENDOR TOTAL	782.00										
PAXXO USA INC		003693											
64069	02/01/22	FINE SCREEN BAGS	536.72		F22-017			D	-			GENERAL SUPPLIES	651.48484.0229
PEST PRO II		001968											
64070	02/01/22	PEST CONTROL SERVICES	38.00		33352			D	-			PROFESSIONAL SER	101.45435.0446
PETERSON SHOE STORE		000608											
63950	02/01/22	*21*HATZINGER-SFTY BOOTS	169.99		215333			D	-			SUBSISTENCE OF P	651.48484.0227
64071	02/01/22	IVERSON-SAFETY BOOTS	169.99		216338			D	-			SUBSISTENCE OF P	101.43425.0227
		VENDOR TOTAL	339.98										
POWER PLAN OIB		000342											
64072	02/01/22	RESALE PARTS	111.06		P7658611			D	-			INVENTORIES-MDSE	101.125000
64072	02/01/22	#114532-WINDOW LATCH	13.67		P7658611			D	-			INVENTORIES-MDSE	101.125000
64072	02/01/22	RETURNED RESALE PARTS	111.06CR		P7686211			D	-			INVENTORIES-MDSE	101.125000
64072	02/01/22	#088709-TINE	1,611.72		P7686211			D	-			INVENTORIES-MDSE	101.125000
64072	02/01/22	#152243-WINDOW GLASS	353.50		P7686211			D	-			INVENTORIES-MDSE	101.125000
64072	02/01/22	#114532-WINDOW LATCH	39.78		P7686211			D	-			INVENTORIES-MDSE	101.125000
			2,018.67	*CHECK TOTAL									
		VENDOR TOTAL	2,018.67										
PREMIUM WATERS INC		000374											
63951	02/01/22	*21*DRINKING WATER	13.50		329949/11-21			D	-			SUBSISTENCE OF P	101.42412.0227
63951	02/01/22	*21* DRINKING WATER	8.00		329949/12-21			D	-			SUBSISTENCE OF P	101.42412.0227
63951	02/01/22	*21*DRINKING WATER	17.50		803211/11-21			D	-			SUBSISTENCE OF P	101.45435.0227
63951	02/01/22	*21*DRINKING WATER	23.50		803211/12-21			D	-			SUBSISTENCE OF P	101.45435.0227
			62.50	*CHECK TOTAL									
		VENDOR TOTAL	62.50										
PRINT MASTERS		000624											
63952	02/01/22	*21* SOC. MEDIA CARDS	595.00		89806			D	-			PRINTING AND PUB	208.45005.0331
63952	02/01/22	*21* MAPS FOR WLCM BAGS	482.00		89826			D	-			PRINTING AND PUB	208.45005.0331
			1,077.00	*CHECK TOTAL									
		VENDOR TOTAL	1,077.00										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
QUICK SIGNS		001093											
63953	02/01/22	*21*SIGNAGE	308.00		178656			D	-			GENERAL SUPPLIES	101.45433.0229
63953	02/01/22	*21*SIGNAGE	187.00		178758			D	-			GENERAL SUPPLIES	101.45433.0229
63953	02/01/22	*21*EMERGENCY SIGN	18.00		178786			D	-			MTCE. OF OTHER I	101.43425.0226
			513.00	*CHECK TOTAL									
		VENDOR TOTAL	513.00										
RIDGEWATER COLLEGE		001136											
64073	02/01/22	VAN DYKEN-EMR TRAINING	495.00		928928			D	-			TRAVEL-CONF.-SCH	101.42411.0333
RUNNING'S SUPPLY INC		001418											
63954	02/01/22	*21*DOG FOOD	43.99		5512975			D	-			SUBSISTENCE OF P	101.42411.0227
63954	02/01/22	*21*SNOW SHOVELS	27.98		5517098			D	-			SMALL TOOLS	101.45433.0221
63954	02/01/22	*21*SPRAYERS	95.74		5520365			D	-			SMALL TOOLS	101.43425.0221
63954	02/01/22	*21*RINK SHOVELS	119.98		5522126			D	-			SMALL TOOLS	101.43425.0221
63954	02/01/22	*21* ICE MELT	55.96		5522716			D	-			GENERAL SUPPLIES	101.45435.0229
63954	02/01/22	*21*SNOW SHOVELS	53.38		5522782			D	-			SMALL TOOLS	651.48484.0221
63954	02/01/22	*21*ROSEMEIER-RETIRE GFT	250.00		5523679			D	-			GENERAL SUPPLIES	101.41401.0229
63954	02/01/22	*21* DOG FOOD	56.99		5536677			D	-			SUBSISTENCE OF P	101.42411.0227
			704.02	*CHECK TOTAL									
		VENDOR TOTAL	704.02										
SAND ELECTRIC		000678											
64074	02/01/22	LED LT CONVERSION-PARTS	336.44		6798			D	-			MTCE. OF STRUCTU	230.43430.0225
64074	02/01/22	LED LT CONVERSION-LABOR	675.00		6798			D	-			MTCE. OF STRUCTU	230.43430.0335
			1,011.44	*CHECK TOTAL									
		VENDOR TOTAL	1,011.44										
SCHAEFBAUER/SAMUEL		003210											
63955	02/01/22	*21* EMPL EDUCATION PR	2,631.92		013122			D	-			TRAVEL-CONF.-SCH	101.42411.0333
SCHWEGMAN'S CLEANERS		000682											
63956	02/01/22	*21* DRY CLEANING SERV	8.53		651337			D	-			CLEANING AND WAS	101.42411.0338
63956	02/01/22	*21* DRY CLEANING SERV	8.67		651497			D	-			CLEANING AND WAS	101.42411.0338
			17.20	*CHECK TOTAL									
		VENDOR TOTAL	17.20										
SCOTT SWANSON'S EQUIPMEN		000683											
64075	02/01/22	PRESSURE WASHER PARTS	125.40		45097			D	-			MTCE. OF EQUIPME	101.43425.0224
SERVICE CENTER/CITY OF W		000685											
63957	02/01/22	*21*GAS-27.89 GALLONS	80.32		STMT/12-21			D	-			MOTOR FUELS AND	101.41402.0222
63957	02/01/22	*21*GAS-2,707.44 GALLO	7,797.43		STMT/12-21			D	-			MOTOR FUELS AND	101.42411.0222
63957	02/01/22	*21*EQUIP REPAIR-PARTS	72.96		STMT/12-21			D	-			MTCE. OF EQUIPME	101.42411.0224
63957	02/01/22	*21*DIESEL-153.54 GALL	425.31		STMT/12-21			D	-			MOTOR FUELS AND	101.42412.0222
63957	02/01/22	*21*GAS-130.65 GALLONS	376.27		STMT/12-21			D	-			MOTOR FUELS AND	101.42412.0222
63957	02/01/22	*21*DIESEL-5,281.62 G	14,630.09		STMT/12-21			D	-			MOTOR FUELS AND	101.43425.0222
63957	02/01/22	*21*GAS-681.99 GALLONS	1,964.13		STMT/12-21			D	-			MOTOR FUELS AND	101.43425.0222
63957	02/01/22	*21*GAS-91.64 GALLONS	263.92		STMT/12-21			D	-			MOTOR FUELS AND	101.45433.0222
63957	02/01/22	*21*DIESEL-72.68 GALLONS	201.32		STMT/12-21			D	-			MOTOR FUELS AND	651.48484.0222

VENDOR NAME AND NUMBER / CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SERVICE CENTER/CITY OF W		000685											
			25,811.75	*CHECK TOTAL									
64076	02/01/22	EQUIPMENT REPAIR-PARTS	392.26		STMT/1-22		D	-				MTCE. OF EQUIPME	101.43425.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	274.33		STMT/1-22		D	-				MTCE. OF EQUIPME	101.42411.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	65.17		STMT/1-22		D	-				MTCE. OF EQUIPME	101.42412.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	82.94		STMT/1-22		D	-				MTCE. OF EQUIPME	101.43425.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	891.60		STMT/1-22		D	-				MTCE. OF EQUIPME	101.43425.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	66.20		STMT/1-22		D	-				MTCE. OF EQUIPME	651.48484.0224
64076	02/01/22	EQUIPMENT REPAIR-PARTS	64.98		STMT/1-22		D	-				MTCE. OF EQUIPME	651.48486.0224
			1,837.48	*CHECK TOTAL									
		VENDOR TOTAL	27,649.23										
SESAC		001285											
64077	02/01/22	2022 MUSIC LICENSE FEE	181.40		518326/22		D	-				SUBSCRIPTIONS AN	101.45433.0443
SHULDES/LYNN		003571											
63851	01/21/22	PERMIT TECH TRAINING	297.65		010922		D	-				TRAVEL-CONF.-SCH	101.41402.0333
SIGN SOLUTIONS USA		.03139											
64078	02/01/22	SIGN PARTS	56.93		400016		D	-				MTCE. OF OTHER I	101.43425.0226
SIMON/CHRIS		003098											
63958	02/01/22	*21*MILEAGE 1/18-12/16	83.72		010422		D	-				TRAVEL-CONF.-SCH	101.41408.0333
63958	02/01/22	*21*MILEAGE 1/18-12/16	83.72		010422		D	-				TRAVEL-CONF.-SCH	101.45427.0333
			167.44	*CHECK TOTAL									
		VENDOR TOTAL	167.44										
SPORTS TECHNOLOGY INC		003427											
63959	02/01/22	*21* SWANSSON LTG PRO	64,558.00		122921		D	-				OTHER IMPROVEMEN	450.45432.0554
SPRINT		000578											
64079	02/01/22	CELL PHONE USAGE-DEC	69.98		317498885-164		D	-				COMMUNICATIONS	101.41409.0330
ST CLOUD/CITY OF		.00018											
64080	02/01/22	2022 CMWEA MBRSHP DUES	3,787.00		AR024710		D	-				SUBSCRIPTIONS AN	101.43418.0443
STACY'S NURSERY INC		000706											
63960	02/01/22	*21*SHADE TREES-DNR GR	3,850.00		18422		D	-				MTCE. OF OTHER I	101.43425.0336
63960	02/01/22	*21*SHADE TREES-DNR GRNT	890.00		18785		D	-				MTCE. OF OTHER I	101.43425.0336
			4,740.00	*CHECK TOTAL									
		VENDOR TOTAL	4,740.00										
STERLING WATER-MINNESOTA		000188											
64081	02/01/22	SOFTENER RENTAL-JAN	19.45		315X02888401		D	-				RENTS	101.41408.0440
SUMMIT FIRE PROTECTION		002555											
64082	02/01/22	ALARM MONITORING-1ST QTR	126.00		SM150009337		D	-				MTCE. OF STRUCTU	101.41408.0335

VENDOR NAME AND NUMBER	CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
SUN LIFE FINANCIAL 003460														
	63852	01/21/22	LIFE/LTD/VISION-JAN	7.70		M367			D	-			COBRA INS PREMIU	101.120001
	63852	01/21/22	LIFE/LTD/VISION-JAN	77.45		M367			D	-			EMPLOYER INSUR.	101.41400.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	196.87		M367			D	-			EMPLOYER INSUR.	101.41402.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	47.31		M367			D	-			EMPLOYER INSUR.	101.41403.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	94.20		M367			D	-			EMPLOYER INSUR.	101.41405.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	23.54		M367			D	-			EMPLOYER INSUR.	101.41408.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	76.01		M367			D	-			EMPLOYER INSUR.	101.41409.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	33.63		M367			D	-			EMPLOYER INSUR.	101.41420.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	5.60		M367			D	-			EMPLOYER INSUR.	101.41424.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	107.87		M367			D	-			INS. PASS THROUG	101.41428.0819
	63852	01/21/22	LIFE/LTD/VISION-JAN	1,132.94		M367			D	-			EMPLOYER INSUR.	101.42411.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	112.60		M367			D	-			EMPLOYER INSUR.	101.42412.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	58.59		M367			D	-			EMPLOYER INSUR.	101.43417.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	544.09		M367			D	-			EMPLOYER INSUR.	101.43425.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	25.20		M367			D	-			EMPLOYER INSUR.	101.45001.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	97.69		M367			D	-			EMPLOYER INSUR.	101.45432.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	48.94		M367			D	-			EMPLOYER INSUR.	101.45433.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	37.85		M367			D	-			EMPLOYER INSUR.	101.45435.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	11.90		M367			D	-			EMPLOYER INSUR.	101.45437.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	254.07		M367			D	-			EMPLOYER INSUR.	651.48484.0114
	63852	01/21/22	LIFE/LTD/VISION-JAN	22.83		M367			D	-			EMPLOYER INSUR.	651.48485.0114
				3,016.88	*CHECK TOTAL									
			VENDOR TOTAL	3,016.88										
SURPLUS WAREHOUSE INC 000728														
	64083	02/01/22	RECYCLING FEE	25.00		4147			D	-			CLEANING AND WAS	101.43425.0338
	64083	02/01/22	PLANT TOOLS	136.94		4162			D	-			SMALL TOOLS	651.48484.0221
				161.94	*CHECK TOTAL									
			VENDOR TOTAL	161.94										
SYSCO WESTERN MINNESOTA 000161														
	63853	01/21/22	*21* TURBO AIR FREEZER	5,956.77		153969224			D	-			FURNITURE AND EQ	450.45437.0552
	64084	02/01/22	CONCESSION SUPPLIES	893.60		253081253			D	-			GENERAL SUPPLIES	101.45433.0229
	64084	02/01/22	CONCESSION SUPPLIES	323.60		253082955			D	-			GENERAL SUPPLIES	101.45433.0229
	64084	02/01/22	CONCESSION SUPPLIES	272.00		253085110			D	-			GENERAL SUPPLIES	101.45433.0229
				1,489.20	*CHECK TOTAL									
			VENDOR TOTAL	7,445.97										
TEN17 MEDIA LLC 003589														
	63961	02/01/22	*21*WEBSITE/SOC.MEDIA	1,250.00		1164			D	-			PROFESSIONAL SER	235.41402.0446
TERWISSCHA CONSTRUCTION 000032														
	63962	02/01/22	*21* R.I. PROJ-PHASE	72,882.18		EST. 8			D	-			MTCE. OF OTHER I	420.45503.0336
THOMPSON/JUDY 000949														
	64085	02/01/22	CLERK/ELECTION TRNG	50.00		012722			D	-			TRAVEL-CONF.-SCH	101.41403.0333
	64085	02/01/22	MCFOA ANNUAL CONF REGIS.	275.00		012722			D	-			TRAVEL-CONF.-SCH	101.41403.0333
				325.00	*CHECK TOTAL									

VENDOR NAME AND NUMBER												
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
THOMPSON/JUDY		000949											
		VENDOR TOTAL	325.00										
THOMPSON/MARK		001005											
64086	02/01/22	FOOD FOR FIRE CALL	56.04		010222		D	-				TRAVEL-CONF.-SCH	101.42412.0333
TORGERSON PROPERTIES INC		000749											
63963	02/01/22	*21* 2ND 1/2 TAX ABTMN	8,625.00		012922		D	-				REFUNDS AND REIM	101.41428.0882
TORKELSON'S LOCK SERVICE		002583											
64087	02/01/22	DOOR FRAME REPAIR-LABOR	65.00		8256371		D	-				MTCE. OF STRUCTU	101.45435.0335
TOWMASTER		002674											
63964	02/01/22	*21*REAR LEVERS-TRK BOX	954.00		443413		D	-				MTCE. OF EQUIPME	101.43425.0334
63964	02/01/22	*21* PLOW JOYSTICK	462.08		445020		D	-				INVENTORIES-MDSE	101.125000
			1,416.08	*CHECK TOTAL									
64088	02/01/22	SOLENOID FOR SANDER	353.34		445720		D	-				MTCE. OF EQUIPME	101.43425.0224
64088	02/01/22	PARTS FOR SANDER	8.55		445724		D	-				MTCE. OF EQUIPME	101.43425.0224
			361.89	*CHECK TOTAL									
		VENDOR TOTAL	1,777.97										
TRITECH SOFTWARE SYSTEMS		003586											
64089	02/01/22	2023 LETG SOFTWARE MTCE	41.10		338741		D	-				PREPAID EXPENSES	101.128000
64089	02/01/22	2022 LETG SOFTWARE MTCE	205.47		338741		D	-				MTCE. OF EQUIPME	101.42411.0334
64089	02/01/22	PAPER FOR MOBILE PRNTRS	291.00		343676		D	-				OFFICE SUPPLIES	101.42411.0220
			537.57	*CHECK TOTAL									
		VENDOR TOTAL	537.57										
ULTIMATE SAFETY CONCEPTS		000165											
63965	02/01/22	*21* AIR MONITORING EQ	4,941.89		197636		D	-				SMALL TOOLS	101.42412.0221
UNITED PRAIRIE BANK		003324											
63854	01/21/22	2019 GO IMP BOND-I	4,163.00		010522		D	-				INTEREST	319.47100.0444
63854	01/21/22	2019 GO IMP BOND-P	37,000.00		010522		D	-				BONDS	319.47100.0660
			41,163.00	*CHECK TOTAL									
		VENDOR TOTAL	41,163.00										
US BANK		002302											
415	01/28/22	#159 2011 GO IMP BOND-	2,565.00		012822		M	-				INTEREST	311.47100.0444
415	01/28/22	#159 2011 GO IMP BON	180,000.00		012822		M	-				BONDS	311.47100.0660
415	01/28/22	#161 2012 GO IMP BOND-	2,496.88		012822		M	-				INTEREST	312.47100.0444
415	01/28/22	#161 2012 GO IMP BON	145,000.00		012822		M	-				BONDS	312.47100.0660
415	01/28/22	#161 2012 GO IMP BOND	85,000.00		012822		M	-				BONDS	312.47100.0660
415	01/28/22	#162 2013 GO IMP BOND-	8,625.00		012822		M	-				INTEREST	313.47100.0444
415	01/28/22	#162 2013 GO IMP BON	190,000.00		012822		M	-				BONDS	313.47100.0660
415	01/28/22	#162 2013 GO IMP BON	385,000.00		012822		M	-				BONDS	313.47100.0660
415	01/28/22	#169 2018 GO IMP BOND	35,512.50		012822		M	-				INTEREST	318.47100.0444
415	01/28/22	#169 2018 GO IMP BON	270,000.00		012822		M	-				BONDS	318.47100.0660
415	01/28/22	#172 2021 GO IMP BOND	75,441.12		012822		M	-				INTEREST	320.45503.0444

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
US BANK		002302											
415	01/28/22	#172 2021 GO IMP BON	185,000.00		012822			M	-			BONDS	320.45503.0660
415	01/28/22	#172 2021 GO IMP BOND	50,465.28		012822			M	-			INTEREST	320.45504.0444
415	01/28/22	#172 2021 GO IMP BON	125,000.00		012822			M	-			BONDS	320.45504.0660
415	01/28/22	#168 2018 GO IMP BOND	40,721.25		012822			M	-			INTEREST	338.47200.0444
415	01/28/22	#168 2018 GO IMP BON	115,000.00		012822			M	-			BONDS	338.47200.0660
			1,895,827.03	*CHECK TOTAL									
		VENDOR TOTAL	1,895,827.03										
US BANK EQUIPMENT FINANC		003143											
63966	02/01/22	*21*COPIER LEASE-DEC	157.00		459652384			D	-			RENTS	101.42411.0440
64090	02/01/22	COPIER LEASE-JAN	172.70		462124710			D	-			RENTS	101.42411.0440
		VENDOR TOTAL	329.70										
VERIZON WIRELESS		002915											
63855	01/21/22	*21* CELL PHONE	260.23		9896875927			D	-			SMALL TOOLS	101.41409.0221
63855	01/21/22	*21* CELL PHONE USE-DE	3,778.54		9896875927			D	-			COMMUNICATIONS	101.41409.0330
			4,038.77	*CHECK TOTAL									
		VENDOR TOTAL	4,038.77										
WADSWORTH'S DENT SHOP		003408											
64091	02/01/22	#170074 REPAIR-LABOR	2,907.05		1072022			D	-			INSURANCE DEDUCT	101.41428.0822
WEST CENTRAL COMMUNICATI		000796											
63967	02/01/22	*21*4 RADIO MICS	1,196.00		92804			D	-			SMALL TOOLS	101.42412.0221
64092	02/01/22	4 HAZMAT RADIO HEADSET	1,196.00		092804S			D	-			SMALL TOOLS	101.42412.0221
64092	02/01/22	MOTOROLA MOBILE RADIO	4,403.75		092867S			D	-			SMALL TOOLS	101.42411.0221
64092	02/01/22	PAGER REPAIR-LABOR	17.50		092954S			D	-			MTCE. OF EQUIPME	101.42412.0334
64092	02/01/22	RADIO REPAIR-PARTS	39.00		093034S			D	-			MTCE. OF EQUIPME	101.42412.0224
64092	02/01/22	RADIO REPAIR-LABOR	125.00		093034S			D	-			MTCE. OF EQUIPME	101.42412.0334
			5,781.25	*CHECK TOTAL									
		VENDOR TOTAL	6,977.25										
WEST CENTRAL SANITATION		000805											
64093	02/01/22	RECYCLING-FEB	44.67		12350186			D	-			CLEANING AND WAS	101.41408.0338
64093	02/01/22	RECYCLING-FEB	44.67		12351549			D	-			CLEANING AND WAS	651.48484.0338
			89.34	*CHECK TOTAL									
		VENDOR TOTAL	89.34										
WEST CENTRAL TRIBUNE		000807											
64094	02/01/22	2023 SUBSCRIPTION	19.95		177823911/22			D	-			PREPAID EXPENSES	101.128000
64094	02/01/22	2022 SUBSCRIPTION	219.45		177823911/22			D	-			SUBSCRIPTIONS AN	101.42411.0443
64094	02/01/22	2022 SUBSCRIPTON	91.66		178706613/22			D	-			SUBSCRIPTIONS AN	101.45001.0443
64094	02/01/22	2023 SUBSCRIPTION	8.34		178706613/23			D	-			PREPAID EXPENSES	101.128000
			339.40	*CHECK TOTAL									
		VENDOR TOTAL	339.40										

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WIDSETH SMITH NOLTING &		002352											
63834	01/07/22	*21* SWANSSON FLD IMPR	5,800.00		210694			D	-			PROFESSIONAL SER	420.45504.0446
63834	01/07/22	*21* RIMBURSABLE EXP.	1,662.00CR		210694			D	-			PROFESSIONAL SER	420.45504.0446
63834	01/07/22	*21* SWANSSON FLD IMP	10,500.00		212310			D	-			PROFESSIONAL SER	420.45504.0446
63834	01/07/22	*21* REC FIELDS IMPR	274,471.00		214051			D	-			PROFESSIONAL SER	420.45502.0446
63834	01/07/22	*21* REIMBURSABLE EXP	17,107.94CR		214051			D	-			PROFESSIONAL SER	420.45502.0446
			272,001.06	*CHECK TOTAL									
		VENDOR TOTAL	272,001.06										
WILLMAR AUTO VALUE		002689											
63968	02/01/22	*21*AIR DOOR ACTUATORS	29.99		22422606			D	-			INVENTORIES-MDSE	101.125000
63968	02/01/22	*21*WIPER BLADES	24.98		22422606			D	-			INVENTORIES-MDSE	101.125000
63968	02/01/22	*21*RESALE BATTERY	157.88		22422755			D	-			INVENTORIES-MDSE	101.125000
63968	02/01/22	*21*TANK HEATER	121.99		22422944			D	-			MTCE. OF EQUIPME	651.48485.0224
			334.84	*CHECK TOTAL									
		VENDOR TOTAL	334.84										
WILLMAR CHAMBER OF COMME		000812											
63856	01/21/22	*21* OFFICE 365 SUBSCR.	7.54		123121			D	-			COMMUNICATIONS	208.45005.0330
63856	01/21/22	*21* PHONE SERV-DEC	14.00		123121			D	-			COMMUNICATIONS	208.45005.0330
63856	01/21/22	*21* FEIST-BRD MBR RECOG	54.38		123121			D	-			AWARDS AND INDEM	208.45005.0442
63856	01/21/22	2022 MPI MEMBERSHIP DUES	595.00		123121			D	-			OTHER CHARGES	208.45008.0449
63856	01/21/22	*21* GOOGLE ADVERTISING	294.86		123121			D	-			OTHER CHARGES	208.45010.0449
63856	01/21/22	*21* FACEBOOK ADVERTISIN	59.18		123121			D	-			OTHER CHARGES	208.45010.0449
63856	01/21/22	*21* 2021 CANVA SUBSCR.	9.95		123121			D	-			OTHER CHARGES	208.45010.0449
63856	01/21/22	2022 CANVA PRGRM SUBSCR.	109.45		123121			D	-			OTHER CHARGES	208.45010.0449
63856	01/21/22	*21* DIRECTOR SALARY	6,184.60		53330			D	-			SALARIES-REG. EM	208.45005.0110
63856	01/21/22	*21* ASSISTANT SALARY	1,965.81		53330			D	-			SALARIES-REG. EM	208.45005.0110
63856	01/21/22	*21* FICA & MEDICARE	585.00		53330			D	-			EMPLOYER PENSION	208.45005.0113
63856	01/21/22	INSURANCE	1,365.86		53330			D	-			EMPLOYER PENSION	208.45005.0113
63856	01/21/22	*21* IRA CONTRIBUTION	229.42		53330			D	-			EMPLOYER PENSION	208.45005.0113
63856	01/21/22	*21* PHOTO COPIES-DEC	9.68		53330			D	-			OFFICE SUPPLIES	208.45005.0220
63856	01/21/22	*21* PAYROLL FEES	177.40		53330			D	-			OTHER SERVICES	208.45005.0339
63856	01/21/22	OFFICE RENT-JAN	689.06		53330			D	-			RENTS	208.45005.0440
			12,351.19	*CHECK TOTAL									
63969	02/01/22	*21*FACEBOOK ADVERTISING	82.74		CC STMT/12-21			D	-			OTHER CHARGES	208.45010.0449
63969	02/01/22	*21*TEN17 MEDIA CONTEN	3,250.00		1159			D	-			ADVERTISING	208.45006.0447
63969	02/01/22	*21*ORANGE142 ADV CAMP	2,000.00		11953			D	-			ADVERTISING	208.45006.0447
63969	02/01/22	*21*OFFICE SUPPLIES	28.03		121021			D	-			OFFICE SUPPLIES	208.45005.0220
63969	02/01/22	*21*POP FOR CVB BRD MTGS	26.35		121021			D	-			TRAVEL-CONF.-SCH	208.45005.0333
63969	02/01/22	*21* MAIL PICKUP-DEC	20.00		53331			D	-			POSTAGE	208.45005.0223
63969	02/01/22	*21* INTERNET 11/18-12/1	42.66		53331			D	-			COMMUNICATIONS	208.45005.0330
63969	02/01/22	*21* RECYCLING-DEC	5.39		53331			D	-			CLEANING AND WAS	208.45005.0338
63969	02/01/22	*21* IT SERV 11/12-12/11	66.66		53331			D	-			PROFESSIONAL SER	208.45005.0446
			5,521.83	*CHECK TOTAL									
64095	02/01/22	VALIANT-PUB. POLICY MTG	13.00		53342			D	-			TRAVEL-CONF.-SCH	101.41400.0333
64095	02/01/22	CALVIN-PUB. POLICY MTG	13.00		53342			D	-			TRAVEL-CONF.-SCH	101.41401.0333
			26.00	*CHECK TOTAL									

VENDOR NAME AND NUMBER													
CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT
WILLMAR CHAMBER OF COMME		000812											
		VENDOR TOTAL	17,899.02										
WILLMAR FESTS		000817											
63970	02/01/22	*21*HOLIDAZE DONATION	5,000.00		123121		D	-				CIVIC PROMOTION	101.45428.0812
WINDSTREAM		002100											
63857	01/21/22	PHONE SERV-JAN	71.53		STMT/1-22		D	-				COMMUNICATIONS	101.45432.0330
63857	01/21/22	*21* PHONE SERV-DEC	228.40		STMT/12-21		D	-				COMMUNICATIONS	101.41409.0330
63857	01/21/22	*21* PHONE SERV-DEC	155.12		STMT/12-21		D	-				COMMUNICATIONS	230.43430.0330
63857	01/21/22	*21* PHONE SERV-DEC	86.49		STMT/12-21		D	-				COMMUNICATIONS	651.48484.0330
			541.54	*CHECK TOTAL									
		VENDOR TOTAL	541.54										
WITMER PUBLIC SAFETY GRO		003291											
64096	02/01/22	PORTABLE RADIO HOLDER	59.97		E2152228		D	-				SMALL TOOLS	101.42412.0221
ZEE MEDICAL SERVICE		000839											
64097	02/01/22	FIRST AID SUPPLIES	20.20		54028843		D	-				SUBSISTENCE OF P	651.48484.0227
64097	02/01/22	FIRST AID SUPPLIES	319.80		54028844		D	-				SUBSISTENCE OF P	651.48484.0227
			340.00	*CHECK TOTAL									
		VENDOR TOTAL	340.00										
ZWAGERMAN/JACEN		003402											
63858	01/21/22	SCHL FOR BLDG OFFICIALS	896.72		011422		D	-				TRAVEL-CONF.-SCH	101.41402.0333
8TH STREET PHOTOGRAPHY		003689											
63971	02/01/22	*21*HOCKEY PHOTOS	372.00		10321		D	-				GENERAL SUPPLIES	101.45433.0229

VENDOR NAME AND NUMBER

CHECK#	DATE	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F	S	9	BX	M	ACCOUNT NAME	ACCOUNT

REPORT TOTALS: 8,849,029.88

RECORDS PRINTED - 000891

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	1,560,262.78
208	CONVENTION & VISITORS BUREAU	38,151.18
230	WILLMAR MUNICIPAL AIRPORT	10,789.33
235	WILLMAR MAIN STREET	1,305.99
295	COMMUNITY INVESTMENT	6,681.01
300	D.S. - 2020 BOND	198,193.75
310	D.S. - 2010 BOND	750.00
311	D.S. - 2011 BOND	182,765.00
312	D.S. - 2012 BOND	232,696.88
313	D.S. - 2013 BOND	583,825.00
314	D.S. - 2014 BOND	430,622.10
315	D.S. - 2015 BOND	763,896.27
316	D.S. - 2016 BOND	171,687.50
318	D.S. - 2018B BOND	305,712.50
319	D.S. - 2019 BOND	489,910.00
320	LOCAL OPTION SALES TAX DEBT	436,106.40
338	D.S.-R22 REFRIGERATION 2018A	155,921.25
397	D.S. - 2017 BOND	118,130.00
405	C.P. - EPITOPIX	4,550.00
420	LOCAL OPT SALES TAX PROJECTS	1,866,358.03
421	S.A.B.F. - #2021B	25,500.00
450	CAPITAL IMPROVEMENT FUND	333,840.82
651	WASTE TREATMENT	928,046.38
803	COMM EMERGENCY RESPONSE TEAM	127.07
899	DONATION FUND (AGENCY)	3,200.64
TOTAL ALL FUNDS		8,849,029.88

BANK RECAP:

BANK	NAME	DISBURSEMENTS
HERT	HERITAGE BANK	8,849,029.88
TOTAL ALL BANKS		8,849,029.88

City of Willmar

Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	5.F.
Agenda Section:	Consent	**Originating Department:**	Parks and Recreation
Resolution	Yes	**Prepared by:**	Rob Baumgarn, Parks and Recreation Director
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	2	**Presented By:**	Rob Baumgarn, Parks and Recreation Director
Item:	Parks & Recreation Board By-Laws		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to recommend to the City Council of Willmar to approve the Parks and Recreation By-Laws.

OVERVIEW: The Parks and Recreation By-laws were never formally adopted by the council back in 2019. The Parks and Recreation board reviewed and discussed the By-Laws for the Parks and Recreation Board at the January 19th, 2022 board meeting.

It is the Parks and Recreation board recommendation to approve the Parks and Recreation By-Laws.

The Parks and Recreation By-Laws will be reviewed on an annual basis at the first meeting of the year.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Don't approve the By-Laws
Suggest alternatives to the By-Laws

BUDGETARY/FISCAL ISSUES:
None

ATTACHMENTS:
Resolution
Parks and Recreation By-Laws

Resolution No. ___

A RESOLUTION APPROVING THE PARKS AND RECREATION BOARD BY-LAWS

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to approve the Parks and Recreation Board By-Laws.

Dated this 7th Day of February, 2022

_____

Mayor

Attest:

_____

City Clerk

CONSTITUTION AND BY-LAWS

WILLMAR PARKS & RECREATION BOARD

ARTICLE I – NAME

This organization shall be known as the City of Willmar Parks and Recreation Board.

ARTICLE II – CITY OF WILLMAR PARKS AND RECREATION BOARD MISSION STATEMENT

The Willmar Parks and Recreation Department is committed to the development and maintenance of robust parks and trail systems. With a wide variety of quality year-round recreational programs and activities for all ages. Our aim is to help provide opportunities for all ages; from nature to athletics, there is something for everyone.

ARTICLE III – OBJECTIVES

Section 1. The following objectives are to provide The City of Willmar Parks and Recreation Board direction

a) To increase use of City of Willmar physical facilities.

b) To develop and use an active, representative Parks and Recreation Board

c) To implement an on-going in-service education program for Parks and Recreation

d) To coordinate efforts with other community agencies.

e) To develop a Parks and Recreation Program for all segments of the community (preschoolers through senior citizens).

f) To implement an on-going community assessment process to determine community wants, needs and resources.

g) To promote Parks and Recreation activities.

h) To promote a "sense of community" through the projects of the committee.

i) To maintain relations with sources of assistance on local, state or national levels.

j) To conduct periodic self-evaluation of its operation.

ARTICLE IV – POLICIES

Section 1. This board shall be nonsectarian, nonpartisan, and shall not discriminate according to ethnic origin, color, sex, religion, creed, income and age.

ARTICLE V – MEMBERSHIP

Section 1. A maximum of seven members shall make up the Willmar Parks and Recreation Board who shall be appointed by the Mayor along with two City Council Members, ex officio

Section 2. Members shall be selected on the basis of:

a) Expressed interest in city affairs and willingness to participate.

b) Expressed interest in Park and Recreation development.

Section 3. Insofar as possible, members should be selected so that the varied sectors and cultures of the community are represented. New members of the Board shall be nominated by the Mayor.

The Parks and Recreation Director, the City Administrator and/or those members of the City Council designated by the Mayor and City Administrator will serve as ex-officio members.

a) Members shall serve a maximum of (2) three year terms. Any Board member shall have the option to withdraw membership provided written notice of such intention is given to staff.

b) Attendance is considered essential, any member missing two consecutive Parks and Recreation meetings will be contacted by the Parks and Recreation Director prior to the third meeting. Fail to attend three (3) consecutive regular meetings without being excused by the Chair/Board will result in removal from the board.

c) Should vacancies occur during the fiscal year from January 1-December 31, members may make recommendations for replacement at the Board's next meeting following vacancy.

d) A member who has served two consecutive 3-year terms is eligible to serve again after one year off.

ARTICLE VI – MEETINGS

Section 1.

a) Meetings of this Board shall be held as the Executive Committee determines necessary to carry on the business of the Board. The number of meetings held shall be in compliance with the Rules and Regulations of the City Charter. Special meetings may be called by the chairperson.

b) A quorum is necessary for the transaction of business in any meeting of this Board. A quorum of membership is 50% + one.

c) Voting shall be limited to the Board members.

d) Parks and Recreation Department will provide a staff secretary to record meeting minutes and details regarding Board meetings.

ARTICLE VII – STANDING COMMITTEES

Section 1. Such standing committees as may be required to promote its objectives shall be created by the Council.

Section 2. The chairperson of all standing committees shall present plans of work to the Board and no committee work shall be undertaken without the approval of the Board.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Roberts Rules of Order – Revised shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IX – AMENDMENTS

Section 1.

a) These by-laws may be amended at any regular meeting of the Board by a two thirds vote of the members present and voting, providing notice of the proposed amendment has been given to all members at least two weeks previous to the meeting.

Revised 1/19/2022

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

_____ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

X_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Michael May, MD_____ Date of Application: 11-29-21_____

Address: 5975 24th St. NE Willmar, MN 56201____ Phone No. 320-262-1427

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: michael.may@carrirhealth.com

What prompted you to make application for a citizen committee? Suggested to me by Carrir President Michael Schramm

Briefly tell us why you want to serve on this Board/Committee/Commission:

Desire to see RMH continue to thrive

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

Carrie Health board member. Hospitalist working solely at RMH for last 12+ years

List your educational background: M.D. (university of MN - 2005)

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Carrie Health Board

If you are employed, please provide the name and address of your employer and your position:

Carrie Health - hospitalist physician

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Prairie Lakes Chapter Rocky Mountain Elk Foudation

Previous Gambling Permit Number: X-04845

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 81-0421425

Mailing Address: P.O. Box 345

City: Willmar State: Mn Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Jody Freiborg

CEO Daytime Phone: 320-905-1364 CEO Email: Jpfreiborg@charter.net

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holiday Inn

Physical Address (do not use P.O. box): 250 23rd st. SE

Check one:

☑ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 2-26-2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [X] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- [ ] The application is denied.

Print City Name: Willmar

Signature of City Personnel: Judy R. Thompson

Title: City Clerk Date: 1-21-2022

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- [ ] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- [ ] The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jody Freiborg Date: 1-21-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Jody Freiborg

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

City of Willmar

City Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	5.I.
Agenda Section:	Consent	**Originating Department:**	Public Works Department
Resolution	Yes	**Prepared by:**	Public Works Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	2	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	City Public Works Department recommending approval of the purchase and replacement of one 2022 Kubota RTV-X1100 with accessories in the amount of $29,730.22.		

RECOMMENDED ACTION:
Motion By: Council Member _____ Second By: Council Member _____, to approve the purchase and replacement of one 2022 Kubota RTV-X1100CWL-H with sprayer in the amount of $29,730.22 from Haug Kubota, LLC.

OVERVIEW:
The Public Works Department is requesting the purchase and replacement of a rough terrain vehicle (RTV). The Kubota is proposed to be purchased from Haug Kubota, LLC of Willmar per Sourcewell Purchasing Cooperative Contract No. 122220 in the amount of $25,980.22 after trade of a John Deere Gator. A sprayer will also be purchased from Haug Kubota for the unit in the amount of $3,750.

This new unit will replace the 2013 John Deere Gator scheduled for replacement. The Gator is used for many applications, but mainly weed and turf spraying. The suspension has become worn out and it is having intermittent poor running issues. This unit also does not have a full cab, just a roof. The new Kubota unit will be equipped with a full climate controlled cab to better protect staff as they apply chemicals.

BUDGETARY/FISCAL ISSUES:
The Capital Outlay Program includes $30,000 for the purchase of the RTV.

Kubota RTV	$31,480.22
Sprayer	$3,750.00
Gator Trade	-$5,500.00
Purchase Price	$29,730.22

ATTACHMENTS:
Council Resolution
Vehicle Memorandum with Supporting Documents

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PURCHASE OF A KUBOTA RTV-X1100CWL-H IN THE AMOUNT OF $29,730.22.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, the purchase of a Kubota RTV-X1100CWL-H and accessories from Haug-Kubota, LLC is accepted through Sourcewell Purchasing Cooperative Contract No. 122220 and be it further resolved the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the total amount of $29,730.22 after trade of a 2013 John Deere Gator.

Dated this 7th day of February, 2022

_____
Mayor

Attest:

_____
City Clerk

WILLMAR

PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 Industrial Dr. SW 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.willmarmn.gov

Memorandum

TO: **Leslie Valient, City Administrator**

FROM: **Gary Manzer, Interim Public Works Director**

DATE: **February 1st 2022**

RE: **Purchase of Kubota RTV and Sprayer**

Staff is in the process of proceeding with the purchase and replacement of Unit #130813 2013 John Deere Gator with sprayer in accordance with the 2022 Capital Outlay Program.

Staff is requesting approval to replace Unit # 130813. Please be advised the 2022 Capital Outlay Program has included $30,000.00 for the replacement of this unit. A 2022 Kubota RTV-X1100CWL-H will be purchased from Haug Kubota of Willmar through the City of Willmar membership in Sourcewell purchasing Coop. The total cost of this unit with sprayer is $29,730.22 after trade of our 2013 Gator. The Public Works Department uses this unit for application of various weed and turf chemicals along with sweeping outdoor rinks. This unit will come with climate controlled cab for better protection of our staff when they are applying these turf products.

Please let me know if you have any questions.

gm

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - *(To the overall number of vehicles in our fleet):*				
Deletion - *(From the overall number of vehicles in our fleet and not to be replaced):*				
Replacement - *(To be replaced by another vehicle):*				x
Replacement Adjustment - *(Move a budgeted vehicle to a different year in the schedule)*				
Re-assignment - *(Transfer to another City Dept.):*				
Fixed Asset Number:	3020.00020			*Reminder to Attach Photo*
Vehicle Number:	130813	Replacement Cost:	$30,000	
Vehicle Year: 2013		Mileage or hours on vehicle:	9,018 Miles 1287 Hrs.	

(Comments):

Initial

Operator or Supervisor *(comments if applicable):*

GATOR IS USED FOR MANY APPLICATIONS BUT MOSTLY FOR WEED SPRAYING. UNIT IS HAVING SOME ISSUES AND DOESN'T HAVE A CAB TO PROTECT OPERATOR WHEN SPRAYING. RECOMEND REPLACEMENT

Initial GM

Mechanic *(comments if applicable):*

This vehicle is mainly used in the summer time to spray for weeds. Which involves a large water tank. The suspension have become worn as well as the Gator has intermittent poor running issues. I would suggest replacement with a vehicle that best fits the needs for spraying weeds.

Initial KR

☒ ***APPROVED*** ☐ ***DENIED*** ***Vehicle/Equipment Committee*** 07-20-2021 ***Date***

☐ ***APPROVED*** ☐ ***DENIED*** ***City Administrator*** ***Date***

This document was last reviewed and approved on April 18, 2014

Sourcewell
Utility Tractors & Mowers – 031121
CE and AG – 040319
Utility Vehicles 122220
Arkansas 4600041718
Delaware GSS-21673
Mississippi (CE Only) 8200056371
Mississippi 8200055841

RTV-X1100CWL-H WEB QUOTE #2256844
Date: 1/24/2022 12:16:37 PM

– Customer Information –
MANZER, GARY
CITY OF WILLMAR
GMANZER@WILLMARMN.GOV
3204917366

Quote Provided By
HAUG KUBOTA, LLC
Wade Fernelius
3585 HWY. 12 E.
WILLMAR, MN 56201
email: wadefernelius@haugkubota.com
phone: 3202126142

– Standard Features –

Kubota

V Series RTV-X1100CWL-H

* * * EQUIPMENT IN STANDARD MACHINE * * *

DIESEL ENGINE
Model Kubota D1105
3 Cyl. 68.5 cu in
+24.8 Gross Eng HP
75 Amp Alternator

TRANSMISSION
VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS
Hydrostatic Power Steering with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY
Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX
Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES
Factory Cab w/ A/C, Heater, Defroster
Fully opening roll-down door windows
Digital Multi-meter
Speedometer
Pre-wired w/ speakers/antenna for stereo
Front Independent Adjustable Suspension
Rear Independent Adjustable Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard (radiator guard, bumper, and lens guard)

SAFETY EQUIPMENT
SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

DIMENSIONS
Width 63.2 in
Height 79.5 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

Factory Spray-on Bedliner
"L" Models Only

Bright Alloy Wheels (Silver-painted)
Silver-painted with machined surface
"S" Models only

TIRES AND WHEELS
Heavy Duty Worksite 25 x 10 - 12, 6 ply

– Custom Options –

RTV-X1100CWL-H Base Price:	$22,549.00
(1) 4PT K-CONNECT (INC. POWER UNIT) V5293B-4PT K-CONNECT (INC. POWER UNIT)	$5,289.00
(1) PTO DRIVE AND K-CONNECT V5299B-PTO DRIVE AND K-CONNECT	$3,869.00
(1) 66" ROTARY BROOM (PTO K-CONNECT) V5266-66" ROTARY BROOM (PTO K-CONNECT)	$4,525.00
(1) LED FRONT WORK LIGHTS KIT (2) 77700-11811-LED FRONT WORK LIGHTS KIT (2)	$292.13
(1) REAR SCREEN - BLACK K7731-99280-REAR SCREEN - BLACK	$263.74
(1) TURN SIGNAL/HAZARD LIGHT KIT K7731-99610-TURN SIGNAL/HAZARD LIGHT KIT	$308.71
(2) SIDE MIRROR KIT - CAB (1) 77700-V5059-SIDE MIRROR KIT - CAB (1)	$150.00
(1) STROBE LIGHT KIT 77700-VC5058-STROBE LIGHT KIT	$175.00
(1) LED REAR WORKLIGHT (1) 77700-11812-LED REAR WORKLIGHT (1)	$230.10
Configured Price:	$37,651.68
Sourcewell Discount:	($8,283.37)
SUBTOTAL:	$29,368.31
Dealer Assembly:	$566.67
Freight Cost:	$945.00
PDI:	$400.00
Trade In 2013 Gator 625i	($5,500.00)
Radio 77700-04753	$150.24
radio install	$50.00
Total Unit Price:	$25,980.22
Quantity Ordered:	1
Final Sales Price:	$25,980.22

Purchase Order Must Reflect the Final Sales Price

To order, place your Purchase Order directly with the quoting dealer

***All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price.** All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

© 2018 Kubota Tractor Corporation. All rights reserved.

3585 HWY 12 E
PO BOX 1156
WILLMAR, MN 56201
320-235-2717
320-235-2771 FAX

DATE: *1-24-2022*

CUSTOMER: *City of Willmar*

MAKE: *Demco*

MODEL: *110 Gal*

SPECIFICATIONS: *110-gallon sprayer with electric pump, mounted on skid(30"X70") max PSI: 35. With 18' boom.* ***Additions – 40"-20" spray nozzle kit, 3 section boom plumbing with controller, 100' hand sprayer hose with reel***
Freight and set up included

SELLING PRICE: *……..$ 3,750*

NOTES:

PREPARED BY: Wade Fernelius
320-212-6142

2017

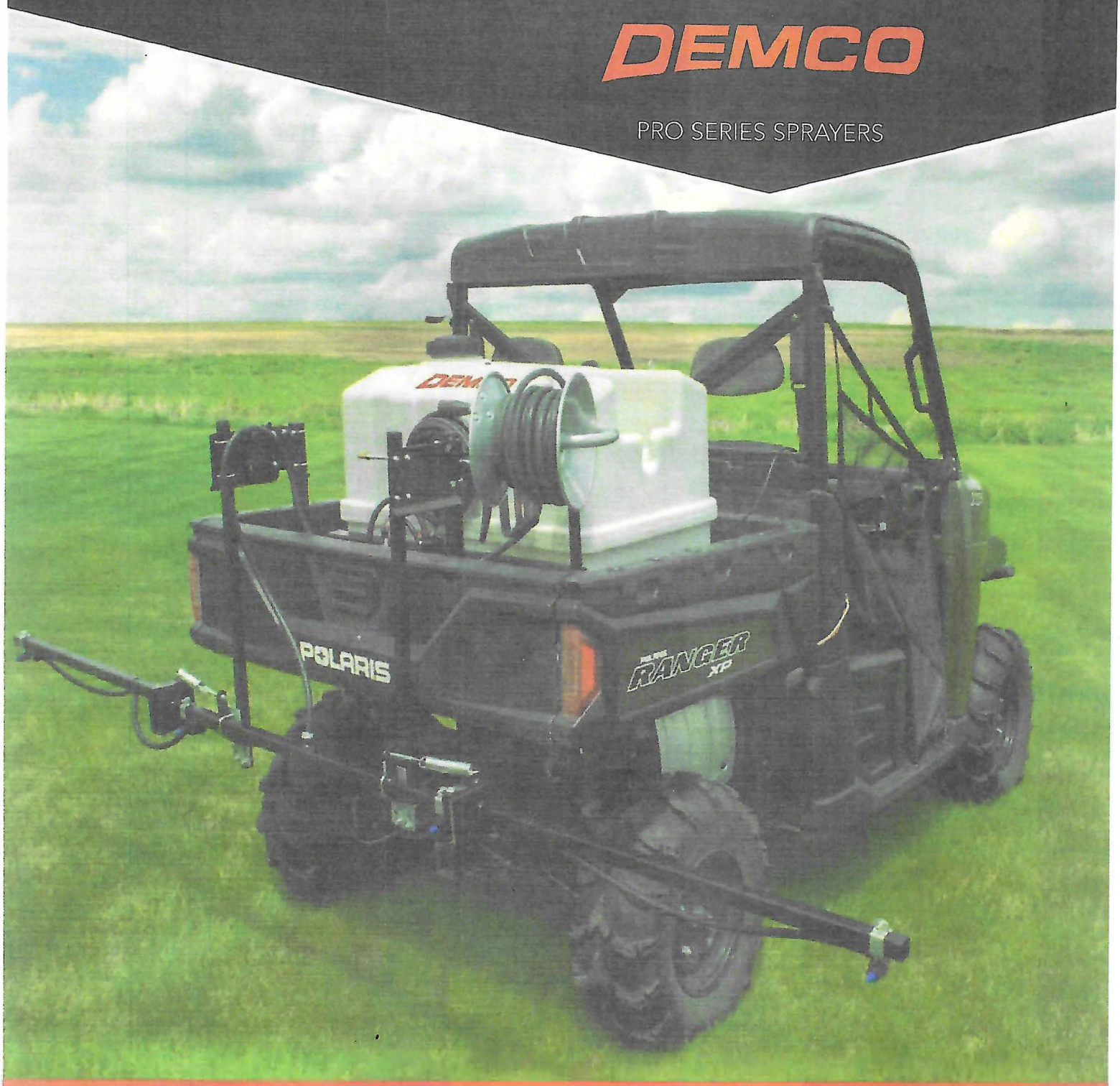
RTV-X1100C

PTO K-CONNECT

VERSATILITY & PERFORMANCE »

DEMCO

PRO SERIES SPRAYERS



Lawn and Garden Sprayers

Doing Our Best to Provide You the Best

www.demco-products.com • 1.800.543.3626

Issued Dates: **1/1/2022 to 1/31/2022**
Report Name: **Monthly External Permits Report**
Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030913	1/12/2022	2022 Willmar LLC 3105 Trott Ave SW	95-872-3000 Lot 3, Block 3 Willmar Industrial Park	New Commercial New	FedEx Distribution Facility	$25,830,300.00	$150,274.06
WI030944	1/5/2022	Plett/Stanley & Adelaida G 107 33rd St NW	95-908-0070	Single Family Replace	Gas Furnace Replacement	$4,231.00	$31.00
WI030948	1/4/2022	Wharton/Kevin D & Roxanne L 2645 1st St S	95-923-8900	Alteration Commercial Add/Alter	Fire damage repair	$175,000.00	$2,170.21
WI030949	1/5/2022	Amin Grocery, Llc 430 Litchfield Ave SW	95-003-3340 Block 30	Alteration Commercial Add/Alter	Convert Office to Convenience Store	$30,000.00	$15.00
WI030950	1/5/2022	Amin Grocery, Llc 430 Litchfield Ave SW	95-003-3340 Block 30	Commercial/Ind Alt/Remodel	Convert Office to Convenient Store	$5,000.00	$1.00
WI030951	1/12/2022	Eichhorst/David E&Jacqueline E 2305 Country Club Dr NE	95-137-0110 Block 1	Single Family Replace	Gas Furnace Replacement	$4,564.00	$31.00
WI030953	1/13/2022	Muldrow/Mark 515 4th St SE	95-740-1410 Block 9	Alteration Residential Add/Alter	Remodel Basement and Add Bedroom in Attic/ Re-Roof	$10,000.00	$5.00
WI030954	1/13/2022	Muldrow/Mark 515 4th St SE	95-740-1410 Block 9	Single Family Alt/Remodel	Add Bathroom in Basement and Attic	$8,000.00	$1.00
WI030955	1/12/2022	Divine House Properties Llp 808 27th Ave SW	95-867-0570 Lot 17, Block 2	Single Family Replace	Gas Furnace Replacement	$3,955.00	$31.00
WI030956	1/12/2022	Gardner/Stephen & Mollyanne 1018 Meadow Lane SW	95-600-0050 Block 1	Single Family Replace	Gas Furnace Replacement	$4,858.00	$31.00
WI030957	1/20/2022	Coborns, Inc, Leasee 1300 5th St SE	95-231-0100 Lot 1, Block 1	Commercial/Ind New	Meat Smoker/ Welded Exhaust Hood	$21,471.00	$101.00
WI030960	1/20/2022	Vlaminck/Joshua J 721 7th St SW	95-006-3530 Lot 9, Block 81	Siding Residential Add/Alter	Residential Reside/ Re-Roof/ New Windows	$26,285.00	$13.14
WI030962	1/27/2022	Jr & R Ii,Llc 3031 1st St S	95-085-0020 Lot 2, Block 1	Commercial/Ind Replace	4 RTU's	$25,000.00	$262.50
WI030963	1/25/2022	Kotzenmacher/Daren M 826 13th St SW	95-570-0840 Block 5	Single Family Replace	Gas Furnace Replacement	$3,484.00	$31.00
WI030964	1/25/2022	Grove/Steven T & Jill P 1701 15th Ave SW	95-862-0120 Lot 2, Block 1	Single Family Replace	Gas Furnace Replacement	$4,653.00	$31.00

City of Willmar
Monthly External Permits Report

Permit #	Issued Date	Owner and Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI030965	1/25/2022	Clark/Jacob/&Whitney Fugelberg 1008 13th Ave SW	95-610-0020 Lot 2	Single Family Replace	Gas Furnace Replacement/Water Heater	$7,520.00	$56.00
WI030967	1/25/2022	Quinn/Michael P & Chloe M 2311 Richland Dr SW	95-696-0270 Lot 7, Block 3	Single Family New	Gas Fireplace Insert	$5,200.00	$56.00
WI030968	1/25/2022	Jones/Sandra J 908 Richland Ave SW	95-697-0020 Lot 2, Block 1	Single Family Replace	Gas Furnace Replacement	$0.00	$31.00
WI030969	1/27/2022	Supervalu Inc 2201 1st St S	95-787-2000 Lot 1, Block 1	Commercial/Ind Replace	Pharmacy RTU	$12,950.00	$135.98
WI030970	1/21/2022	Hillenbrand/J R & Lindsey 209 Havana St NE	95-730-0460 Block 4	Siding Residential Add/Alter	Residential Reside	$5,000.00	$52.50
WI030971	1/28/2022	Prouty Properties, Llc 1116 3rd St SW	95-280-1440 Block 8	Alteration Residential Add/Alter	Residential Remodel/ Windows/ Doors/ Insulation	$6,000.00	$115.25
WI030972	1/31/2022	Bakke/Amy & Shawn 3208 Eagle Ridge Dr E	95-148-0560 Lot 14, Block 3	Single Family New	Garage Unit Heater	$3,171.00	$56.00
WI030973	1/31/2022	Welsh/Brad J & Traci J 919 Richland Ave SW	95-403-0010 Lot 1, Block 1	Single Family Replace	Gas Furnace Replacement	$3,954.00	$31.00

Count: 23 **Totals: $26,200,596.00 $153,562.64**

Year-to-Date Summary (1/1/2022 through 1/31/2022)

Count: 23 **YTD Totals: $26,200,596.00 $153,562.64**

Approved 1/18/2022

Willmar Lakes Area CVB Board Meeting
In-Person at the Willmar Lakes Area CVB & Online Via Zoom
Tuesday, December 21, 2021 @ 12:00 Noon

Members Present: Dave Baker, John Wallin, Judy Thompson, Sue Steinert, Sabrina Lere, David Feist, Dave Henle, Doug Kuehnast, Ken Warner, Audrey Nelsen, and Denny Baker

Members Excused: Rob Baumgarn and Steve Gardner

Members Absent: John Dahl and Art Benson

Staff Present: Beth Fischer and Tanya Rosenau

I. **Call to Order:** Feist called the meeting to order at 12:07pm.
   a. **Additions or corrections to the agenda:** There were no additions or corrections to the agenda. It was MSC (m/Dave Baker; s/Warner) to approve the agenda.

II. **Approve Minutes from the November 16, 2021 Meeting:** It was MSC (m/Kuehnast; s/Dave Baker) to approve the minutes from the November 16, 2021 meeting.

III. **Financial Report:** Thompson presented the financial report and reviewed the lodging tax revenues report. It was MSC (m/Dave Baker, s/Kuehnast) to approve the financial report as it was presented.

IV. **GrandStay/New London Business Network Update:** Dave Baker will try to get on the New London Township Board agenda in early 2022. He shared his opinion and commitment to get the lodging tax from the GrandStay to the CVB. Denny Baker shared his opinion that the GrandStay money should be going to the CVB and that he's been very happy with the relationship with the CVB.

V. **CVB Operating Guidelines Discussion:** Fischer presented the proposed updated CVB Operating Guidelines to the CVB Board. The red marks are the proposed changes. It was a consensus to update the Board of Directors section to One Lodging Director (Hotel General Manager or Owner) from each property that collects lodging tax for the Willmar Lakes Area Convention & Visitors Bureau and remove the TPI Hospitality line item. She will also email a copy of the changes to the Board. The updated Operating Guidelines will be voted on following a 30-day review period by the Board of Directors. It was MSC (m/Kuehnast; s/Dave Baker) to approve that the CVB pay for the Board Members lunches at meetings.

[Kuehnast left meeting]

VI. **Committee Reports/Updates:**
   a. **Sports:** Fischer shared for Baumgarn that they are applying for two grants: one to update the Glacial Lakes State Trailhead and one for the pavilion right next to the Civic Center. Warner asked for a CVB Board meeting to be held at the Civic Center at a future date to see the changes that are being made.
   b. **Leisure:** Fischer shared that the committee decided to attend all four sports shows and to purchase a second booth. They had a presentation from The Barn Theatre and Main Street Willmar. Fischer went over the inquiries and website stats. The Sibley State Park trail project is done as well as the amphitheater and they hired Sam Sletten.
   c. **Meetings & Conventions:** No new business to report.
   d. **Visitor Guide:** Steinert said they continue to distribute the guides. They have a meeting scheduled for January to start discussions on the next visitor guide. Dave Baker suggested that those businesses that aren't participating in lodging tax should pay more for advertising in the visitor guide.

[Dave Henle left the meeting]

VII. **Affiliated Partnership Updates/Reports:**

a. **Spicer Commercial Club:** Fischer shared that they have events planned for WinterFest starting January 15th with the building of the castle. January 29th is the day with the most activities for all ages.

b. **New London:** No report received from Dahl.

[Dave Baker left the meeting]

VIII. **Executive Director Report:** Fischer reviewed the December Executive Director Report. She noted some upcoming events including the Lakes Area Classic Competition, First District Association Conference, Spicer WinterFest Celebration, Pee Wee Hockey Tournament, and the MN Soil Health Coalition. She submitted an ad to Orange142, Framework, SnowGoer, Miles Partnership, and AAA Living. She contracted with Orange142 for a display and retargeting campaign to run from January through mid-March. She submitted a contract to display the Visitor Guide at MSP Airport. The 2022 RideMN1 will come through the Willmar Lakes Area. Fischer finalized a contract with Explore Minnesota for the CVB to be an Affiliate Location and talked about the new requirements to follow all state Covid-19 guidelines. Copies of the Executive Director's Report are available upon request from the CVB office.

IX. **Other Business:**

a. **Word Around the Community:**

i. **Warner:** There is a WorkForce Summit on January 20th from 1-4pm at the Willmar Conference Center. Register through the United Way.

ii. **Denny Baker:** He shared that they still don't have a City Administrator, but they will be doing two more interviews. The County Fair Board is looking at a new version of the East Entrance.

iii. **Nelsen:** They had a City Council meeting last night and they are keeping busy.

iv. **Steinert:** Perkins is temporarily closed.

b. **Gavel Exchange/Recognition of 2021 CVB Board Chair:** Fischer said thank you to Feist for serving as the CVB Board Chair. Steinert will serve as chair for 2022 and they are still looking for a Chair-Elect. If anybody is interested, please reach out to Fischer.

c. **Other:**

d. **Next Meeting:** The next meeting of the CVB Board of Directors will take place on January 18, 2022 .

X. **Adjournment:** Feist adjourned the meeting at 1:24pm.

Respectfully Submitted by,

Tanya Rosenau, Administrative Assistant
Willmar Lakes Area Convention & Visitors Bureau

City of Willmar

CONVENTION & VISITORS BUREAU

Balance Sheet as of December 31, 2021

(As of 01/13/21)

(Information Not Final as YearEnd has not yet been closed)

Assets	
Cash	$ 13,742.81
Bremer Wealth Money Market	72.81
Petty Cash	50.00
Investments	331,444.93
Taxes Receivable	-
Accounts Receivable	-
Prepaid Expenses	7,352.99
Interest Receivable	-
Total Assets	$ 352,663.54
Liabilities	
Accounts Payable	$ -
PPP2 Loan Share from Chamber	-
Unrealized Revenue - Taxes	-
Total Liabilities	-
Fund Balance	
Restricted Fund Balance - Prepaid Expenses	5,002.58
Restricted Fund Balance - Governor's Fishing Opener	5,199.31
Committed Fund Balance - CVB	30,544.27
Assigned Fund Balance - Petty Cash/CVB	50.00
Restricted Fund Balance - CVB	225,385.38
Restricted Fund Balance - CVB 2021	86,482.00
Total Fund Balance	352,663.54
Total Liabilities & Fund Balance	$ 352,663.54

Willmar
All-America City
2005

Lodging Tax History

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
January	$ 8,809.36	$ 9,592.37	$ 10,146.02	$ 11,242.91	$ 12,481.92	$ 16,072.96	$ 15,411.55	$ 14,438.84	$ 14,232.85	$ 14,148.02	$ 7,741.02
February	$ 10,611.48	$ 11,908.11	$10,911.35	$ 13,578.53	$ 13,861.89	$ 12,644.59	$ 13,292.01	$ 13,934.28	$ 14,552.98	$ 15,048.46	$ 9,101.68
March	$ 10,383.91	$ 11,246.07	$ 12,286.25	$ 11,960.20	$ 13,268.74	$ 11,951.98	$ 14,443.01	$ 14,696.50	$ 15,673.47	$ 9,303.62	$ 12,363.16
April	$ 11,572.47	$ 9,979.39	$ 11,762.97	$ 12,280.28	$ 20,893.77	$ 16,855.81	$ 15,757.48	$ 16,409.14	$ 17,819.29	$ 4,588.16	$ 15,029.77
May	$ 12,184.92	$ 13,372.89	$ 13,011.30	$ 13,953.56	$ 27,168.41	$ 16,576.02	$ 15,746.72	$ 20,539.88	$ 20,001.25	$ 7,314.51	$ 17,537.08
June	$ 16,310.94	$ 17,056.44	$ 17,723.80	$ 21,493.18	$ 31,353.36	$ 23,587.69	$ 26,686.49	$ 28,342.49	$ 24,163.13	$ 12,608.70	$ 23,624.61
July	$ 21,102.74	$ 19,419.80	$ 20,870.17	$ 23,504.27	$ 31,335.96	$ 21,423.26	$ 27,584.55	$ 28,880.56	$ 26,044.25	$ 16,449.45	$ 28,542.94
August	$ 17,099.31	$18,441.81	$ 19,836.73	$ 19,602.33	$ 26,012.06	$ 24,542.87	$ 26,921.27	$ 26,212.67	$ 25,113.28	$ 17,345.10	$ 28,063.26
September	$ 14,485.25	$ 16,027.03	$ 16,596.08	$ 15,996.62	$ 19,337.47	$ 20,738.25	$ 21,674.86	$ 24,656.95	$ 23,058.37	$ 16,540.48	$ 23,485.38
October	$ 13,417.43	$ 13,824.00	$ 15,507.78	$ 16,011.42	$ 17,588.17	$ 19,325.13	$ 21,137.60	$ 23,002.47	$ 22,999.10	$ 16,290.21	$ 20,545.88
November	$ 11,366.74	$ 11,414.80	$ 12,603.31	$ 12,749.26	$ 13,727.63	$15,342.87	$14,726.67	$17,698.50	$17,729.37	$8,651.30	$17,090.35
Camping	$ 14,625.30	$ 14,728.80	$ 14,885.55	$14,858.75	$14,785.45	$15,497.95	$15,862.70	$16,275.30	$15,594.25	$13,829.45	$17,917.95
December	$10,045 27	$ 10,378.89	$ 11,250.37	$ 12,489.86	$ 13,694.93	$13,812.73	$13,553.46	$14,020.88	$14,276.98	$6,674.59	
Total Lodging tax	$ 161,969.85	$ 177,390.40	$ 187,391.68	$ 199,721.17	$ 255,509.76	$ 228,372.11	$ 242,798.37	$ 259,108.46	$ 251,258.57	$ 158,792.05	$ 221,043.08

RECEIVED
JAN 20 2022
BY:

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

X Airport Commission (meets monthly)

____ Cable Advisory Board (meets as needed)

____ Charter Commission (meets as needed)

____ Park and Recreation Board

____ City/County Economic Development Operations Board (meets monthly)

____ City of Willmar HRA

____ Human Rights Commission (meets as needed)

____ Municipal Utilities Commission (meets bi-monthly)

____ Pioneerland Library System Board (meets monthly)

____ Planning Commission (meets bi-monthly)

____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

____ Rice Memorial Hospital (meets bi-monthly)

____ Willmar Convention and Visitors Bureau

____ Zoning Appeals Board (meets monthly)

____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Ryan Nelson Date of Application: 1-20-22

Address: 2601 6th Ave SE Willmar, MN 56201 Phone No. 701-361-7927

(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: ryannelson@nelsonleasing.com

What prompted you to make application for a citizen committee? I am a pilot and hanger owner and want to be involved with airport decesions

Briefly tell us why you want to serve on this Board/Committee/Commission:

As a user of the airport I feel I can give input that will make the airport a better place for the users and more efficent for the city

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

I am a pilot and a business owner in Willmar. My company operates two aircraft.

List your educational background: Willmar Highschool Grad. St. Cloud State University Grad. BS in Business Management

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

Leader in Scout Troop 224, Board member for the WSH Trap Team.

If you are employed, please provide the name and address of your employer and your position:

Nelson International "Owner"
2700 East Hwy 12 Willmar, MN 56201

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

RECEIVED
JAN 28 2022
BY:

Application for Appointment to

City Board/Committee/Commission

Please indicate the Board/Committee(s)/Commission(s) to which you are interested in being appointed. *(If more than one, please number in order of choice.)*

_____ Airport Commission (meets monthly)

_____ Cable Advisory Board (meets as needed)

_____ Charter Commission (meets as needed)

_____ Park and Recreation Board

_____ City/County Economic Development Operations Board (meets monthly)

_____ City of Willmar HRA

_____ Human Rights Commission (meets as needed)

_____ Municipal Utilities Commission (meets bi-monthly)

_____ Pioneerland Library System Board (meets monthly)

__X__ Planning Commission (meets bi-monthly)

_____ Police Civil Service Commission (meets first Monday in February each year and on as-needed basis thereafter)

_____ Rice Memorial Hospital (meets bi-monthly)

_____ Willmar Convention and Visitors Bureau

_____ Zoning Appeals Board (meets monthly)

_____ Ad hoc Task Forces (will be posted and will meet on an as-needed basis)

Applicant Information

Name: Jasmine Miller Date of Application: 1/28/2022

Address: 2704 3rd Ave SE Phone No. 320-522-1589
(Certain Boards and Commissions may require that you are a resident of the City of Willmar)

Email: jmiller@olivia.mn.us

What prompted you to make application for a citizen committee?

I saw the vacancy listed on your website, and thought I might have something to offer as a member

Briefly tell us why you want to serve on this Board/Committee/Commission:

As a citizen of Willmar, MN I would like to volunteer my time, and have a hand in the planning and future development of my community.

List any special background or experience you have which would be helpful to this Board/Committee/Commission:

My background consists of five years of military experience in the United States Air Force, three years of service industry and winery operations. I have held the title of Administrative Assistant and interim Utility Accounts Manager with the City of Olivia. I am currently the Planning & Zoning Administrator for the City of Olivia. I am actively pursuing my CMC certification through MMCI as well as an Economic Development Certificate from Hamline University.

List your educational background:

I have a Bachelor's degree in Business Administration, Human Resource Management with an Organizational Behavior Concentration.

List any social, fraternal, patriotic, governmental, or service organizations, which you have or currently are serving on:

n/a

If you are employed, please provide the name and address of your employer and your position:

City of Olivia, 1009 W Lincoln Ave, Olivia, MN 56277

Planning & Zoning Administrator

Please return completed application to:

Mayor's Office
333 SW 6th Street
Willmar, MN 56201

Or fax completed forms to: (320) 235-4917

Or via email to: Janell Sommers, Admin Assistant
jsommers@willmarmn.gov

City of Willmar

City Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	9.
Agenda Section:	Regular	**Originating Department:**	Planning & Development Services / Willmar Main Street
Resolution	Yes	**Prepared by:**	Justice Walker, Planning & Development Director
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	Two	**Presented By:**	Justice Walker, Planning & Development Director
Item:	Direct Staff to Guide MinnWest through Abatement Process with City		

RECOMMENDED ACTION:
Motion by: _____ Seconded by: _____ to adopt a resolution to authorize the Administrator to direct staff to start Abatement Application Process with the MinnWest Technology Campus Company

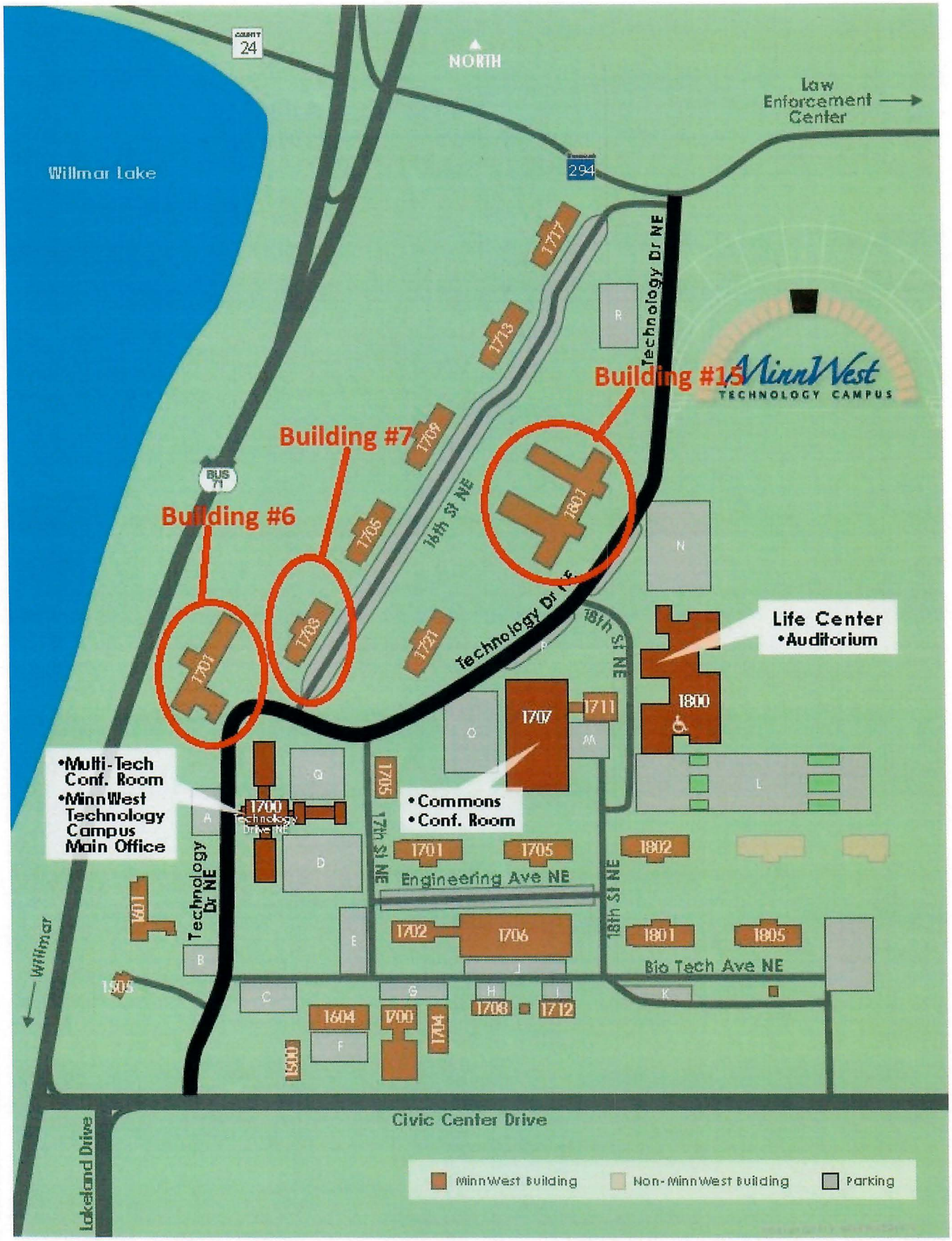
OVERVIEW:
In the fall of 2015, the MinnWest Technology Campus Management Company applied for and was granted a ten-year property tax abatement for eight parcels on the site of the former State Hospital. The terms of the abatement stated that the MinnWest Technology Campus will create a minimum of 175 full-time workers and spend $8 million on capital projects and improvements by 12/31/2025. The total amount to be abated was $416,000. The MinnWest Technology Campus Management Company has since exceeded the full-time workers and capital investment thresholds. As of January 31st, 2022, the MinnWest Technology Company has been abated $265,620.07 of property taxes since the abatement was granted.

The MinnWest Technology Campus is now pursuing abatement from the City of Willmar for three more additional buildings on the eastern side of the campus. Pending Council's approval, staff will start the process with the MinnWest Technology Campus Company of applying for tax abatement from the City of Willmar.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Option A: Authorize Staff to start the tax abatement process with the MinnWest Technology Campus Company
Option B: Table and request more information
Option C: Decline staff's request

BUDGETARY/FISCAL ISSUES:
NA

ATTACHMENTS:
Diagram of Buildings
Letter Requesting Abatement


NORTH
Law Enforcement Center
Willmar Lake
COUNTY 24
294
BUS 71
Building #15
Building #7
Building #6
MinnWest TECHNOLOGY CAMPUS
Technology Dr NE
16th St NE
17th St NE
18th St NE
Engineering Ave NE
Bio Tech Ave NE
Civic Center Drive
Lakeland Drive
Willmar
Life Center
•Auditorium
•Multi-Tech Conf. Room
•MinnWest Technology Campus Main Office
•Commons
•Conf. Room
1700
1701
1702
1703
1704
1705
1706
1707
1708
1709
1711
1712
1713
1717
1721
1800
1801
1802
1805
1601
1604
1500
1505
MinnWest Building
Non-MinnWest Building
Parking

MinnWest Technology Campus
1700 Technology Drive N.E. Suite 101
Willmar, MN 56201

Phone: 320-222-9770
Cell: 320-905-3976

02/01/2022

Dear Justice Walker:

MinnWest Technology Campus Management Company, LLC requests the City of Willmar to abate the City's share of tax payable 2024 through 2033 property taxes on Parcel Nos. 95-508-3000, 95-508-3010 and 95-508-3030. Taxes applicable to the increase in property taxes caused by the new development of the property to be generated for 10 years. MinnWest Technology Campus Management Company intends to renovate and improve Building #6, #7 and #15 at the MinnWest Technology Campus with an estimated completed market value of $4,800,000. Abatement assistance would be used for costs related to renovation and site improvements.

Thank you for your attention to this matter. Please contact me with questions at your convenience.

Sincerely,

James A. Sieben
President

City of Willmar

City Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	10.
Agenda Section:	Regular	**Originating Department:**	Engineering Department
Resolution	Yes	**Prepared by:**	Jared Voge Interim City Engineer
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	2	**Presented By:**	Eric Rudningen Airport Manager
Item:	Approve Airport Apron Expansion Project design, bidding, and construction administration services proposal in the amount of $150,000.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to approve Airport Apron Expansion Project design, bidding, and construction administration services proposal, Work Order No. 3, in the amount of $150,000.

OVERVIEW:
The Airport CIP identifies the expansion of the Main Apron. A local business intends to purchase an aircraft larger than the hangars available at the airport and construct a private hangar near the Main Apron. To accommodate the hangar, the Main Apron is proposed to be expanded 275' x 245'. The local business desires to begin their hangar construction in summer 2022 which requires the Apron expansion to be completed along the same timeline.

The FAA Grant Application deadline is April 11, 2022 which means the City must have bids in hand to request grant funding. The proposed project schedule is as follows:

February 7, 2022	Council Approve Proposal for Design, Bid, and Construction Administration
March 7, 2022	Council Authorizes Project for Bidding
March 29, 2022	Bid Opening
April 4, 2022	Council Approves Low Bidder
April 5, 2022	City submits FAA Grant Application

BUDGETARY/FISCAL ISSUES:
The total estimated project cost is $913,275 with cost shares as follows:

FAA 83.4%	$761,634.00
State 9.8%	$ 89,223.00
City 6.8%	$ 62,418.00
Total:	$913,275.00

ATTACHMENT:
Resolution
Proposal

RESOLUTION NO. _____

AUTHORIZATION TO EXECUTE AGREEMENT WITH BOLTON AND MENK
AIRPORT APRON EXPANSION PROJECT

Motion By: _____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a professional services agreement between the City of Willmar and Bolton and Menk for the Airport Apron Expansion Project for $150,000.

Dated this 7th day of February, 2022.

_____
MAYOR

Attest:

_____
CITY CLERK

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

February 1, 2022

Ms. Leslie Valiant
City Administrator
City of Willmar
333 Southwest 6th Street
Willmar, MN 56201

RE: Willmar Municipal Airport (BDH)
Apron Expansion
BMI Work Order No. 3
Proposal for Professional Services

Dear Ms. Valiant,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Apron Expansion project at the Willmar Municipal Airport.

We understand the City desires to expand their Apron to facilitate construction of future hangars. A local business owner has plans to acquire a large corporate jet and construct a 120-feet by 100-feet hangar in 2022 facilitating this project. The Apron would be expanded 245-feet wide and 275-feet in length and construct a taxilane connector to Taxiway A.

This proposal includes Design, Bid, and Construction Administration services. Task 1 will involve design and bid administration and Task 2 will involve construction administration services.

SCOPE OF SERVICES:
TASK 1 DESIGN & BID ADMINISTRATION:

1.1 Project Scoping
Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MnDOT, and other applicable agencies to complete the work elements in Task 1.

1.2 Environmental Documentation
Consultant will complete a Categorical Exclusion (CATEX) document for the project. Consultant will conduct a site visit and contact various local, state, and federal agencies which may have jurisdiction in the proposed development. The format for this document will follow the procedures set forth in Federal Aviation Administration (FAA) Order 5050B. Copies of the final document will be distributed to the FAA for review and finding. If there are any impacts which require extensive research, the additional work shall be done under a separate Task Order.

Bolton & Menk is an equal opportunity employer.

1.3 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Kandiyohi County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey field work will require one trip to the airport. Consultant shall convert the survey data in CAD format for use in design. This will require one field visit by the survey crew.

1.4 Geotechnical Investigation

Consultant shall determine the type and frequency of geotechnical testing required for the project. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include four (4) soil borings at a depth of 10 feet.

1.5 Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

1.6 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

1.7 Prepare Disadvantaged Business Plan (DBE)

Since the project is anticipated to use federal grant funds in excess of $250,000, the annual Disadvantaged Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

1.8 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.9 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a

Bolton & Menk is an equal opportunity employer.

copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.10 Furnish Bid Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

1.11 Respond to Bidders Questions

During the bidding process, Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.12 Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

1.13 Pre-Bid and Bid Opening

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the bid opening and process the bidding proposals.

1.14 Bid Review and Bid Tabulation

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

1.15 Prepare Recommendation for Award

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made Consultant will distribute the bid tabulations on request of the Sponsor.

1.16 Prepare Grant Application

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

Bolton & Menk is an equal opportunity employer.

TASK 2 CONSTRUCTION ADMINISTRATION:

2.1 Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, MnDOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies.

2.2 Initial Construction Layout

The Consultant shall layout all proposed pavement repair for the Contractor. This shall require two trips to the Airport by the Resident Project Representative.

2.3 Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Sponsor, Contractor and applicable Agencies have been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Consultant will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.4 Construction Management

The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client. Services shall include interpretation of the plans and specifications, review of pay applications, explanation of bidding documents to contractor, review of field/change orders, and monitoring of certified payroll reports.

2.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed within **40 Working Days**. This will involve eight (8) trips by the Project Manager, and forty (40) trips by the RPR.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.

Bolton & Menk is an equal opportunity employer.

- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor if the Contractor elects to continue the use of questioned equipment and methods.

- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.

- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.

- Evaluate possible material substitutions as requested by the Contractor.

- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).

- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.

- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.

- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).

- Attend and participate in construction progress meetings.

- Coordinate the necessary construction staking/layout schedule as needed by the Contractor.

- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

2.6 Final Inspection and Documentation

Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, MnDOT and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. Consultant will document items found to be deficient.

Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all the punch list items have been completed to the satisfaction of the Sponsor, State and

Bolton & Menk is an equal opportunity employer.

FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

2.7 As-Built Plans

Consultant will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. Consultant shall provide Sponsor with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.8 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

CONSIDERATION:

The services described above in this proposal shall be completed on a LUMP SUM basis as follows:

TASK 1	Design and Construction Administration	$ 70,000.00
TASK 2	Construction Administration	$ 80,000.00
	TOTAL PROFESSIONAL SERVICES	**$ 150,000.00**

Anticipated Funding Shares:

FAA (83.367%): $ 125,051.00
State (9.790%): $ 14,686.00
Local (6.842%): $ 10,263.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Design: February – April 2022
- Bid Letting: April 2022
- Construction: July - September 2022 (contingent upon FAA Grant offer)
- Project Closeout: July 2023

Bolton & Menk is an equal opportunity employer.

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,
BOLTON & MENK, INC.

Silas Parmar

Silas Parmar, P.E.
Aviation Project Manager

Cc: Eric Rudningen, City of Willmar
Jared Voge, Bolton & Menk, Inc.

****

Authorization and acceptance of this letter proposal.

City of Willmar, Minnesota

By: _____ _____
Mr. Marv Calvin Date
Mayor

Attest: _____ _____
Ms. Leslie Valiant Date
City Administrator

Bolton & Menk is an equal opportunity employer.

PROJECT FEE ESTIMATE

CLIENT:	City of Willmar, MN	**DATE:**	2/1/2022
PROJECT:	Willmar Municipal Airport (BDH) - Apron Expansion Project	**PREPARED BY:**	SP

Task	Task Description	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
1	**Design & Bid Administration**							
1.1	Project Scoping	8	8	0	0	0	4	20
1.2	Environmental Documentation	4	4	0	0	24	4	36
1.3	Topographical Survey	1	1	16	16	0	0	34
1.4	Geotechnical Investigation	4	4	0	8	0	0	16
1.5	Construction Safety and Phasing Plan (CSPP)	4	8	16	0	0	0	28
1.6	Prepare Prelim. Plans, Specs., and Cost Est.	24	60	80	0	0	40	204
1.7	Prepare Final Plans, Specs., and Cost Est.	12	30	40	0	0	24	106
1.8	Prepare Disadvantaged Business Plan (DBE)	4	8	0	0	0	16	28
1.9	Prepare Advertisement for Bids	2	0	0	0	0	4	6
1.10	Furnish Bid Documents	2	0	0	0	0	4	6
1.11	Respond to Bidders Questions	8	8	0	0	0	0	16
1.12	Prepare and Distribute Addendums	4	2	0	0	0	2	8
1.13	Pre-Bid and Bid Opening	8	4	0	0	0	4	16
1.14	Bid Review and Bid Tabulation	2	4	0	0	0	4	10
1.15	Prepare Recommendation for Award	2	0	0	0	0	4	6
1.16	Prepare Grant Application	4	8	0	0	0	6	18
	Total Person Hours	**93**	**149**	**152**	**24**	**24**	**116**	**558**
	Direct Labor Rate	$53.00	$30.00	$25.00	$40.00	$40.00	$25.00	
	Total Direct Labor Cost	$4,929.00	$4,470.00	$3,800.00	$960.00	$960.00	$2,897.00	$18,016.00
	Overhead Rate 2.1373	$10,534.75	$9,553.73	$8,121.74	$2,051.81	$2,051.81	$6,191.76	$38,505.60
	Subtotal Labor Cost							**$56,521.60**
	Direct Expenses							
		Geotechnical Investigation						$5,000.00
	Total Expenses							**$5,000.00**
	Fixed Fee 15% x Subtotal Labor Cost							$8,478.24
	Total Task 1							**$70,000.00**

Task	Task Description	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
2	**Construction Administration**							
2.1	Pre-Construction Meeting	8	0	8	0	0	4	20
2.2	Initial Construction Layout	0	0	4	8	0	0	12
2.3	Prepare Contract Manual	1	0	0	0	0	8	9
2.4	Construction Management	60	40	20	0	0	34	154
2.5	Resident Project Representative Service							0
	Number of Days	4	0	40	0	0	0	
	Hours Per Day	10	10	10	10	10	10	
	Total Hours	40	0	400	0	0	0	440
2.6	Final Inspection and Documentation	8	0	8	0	0	4	20
2.7	As-Built Plans	4	8	16	0	0	4	32
2.8	Project Closeout	8	4	4	0	0	24	40
	Total Person Hours	**129**	**52**	**460**	**8**	**0**	**78**	**727**
	Direct Labor Rate	$53.00	$30.00	$25.00	$40.00	$40.00	$25.00	
	Total Direct Labor Cost	$6,837.00	$1,560.00	$11,500.00	$320.00	$0.00	$1,956.50	$22,173.50
	Overhead Rate 2.1373	$14,612.72	$3,334.19	$24,578.95	$683.94	$0.00	$4,181.63	$47,391.42
	Subtotal Labor Cost							**$69,564.92**
	Direct Expenses							
	Total Expenses							**$0.00**
	Fixed Fee 15% x Subtotal Labor Cost							$10,434.74
	Total Task 2							**$80,000.00**
	Total Project Fee							**$150,000.00**

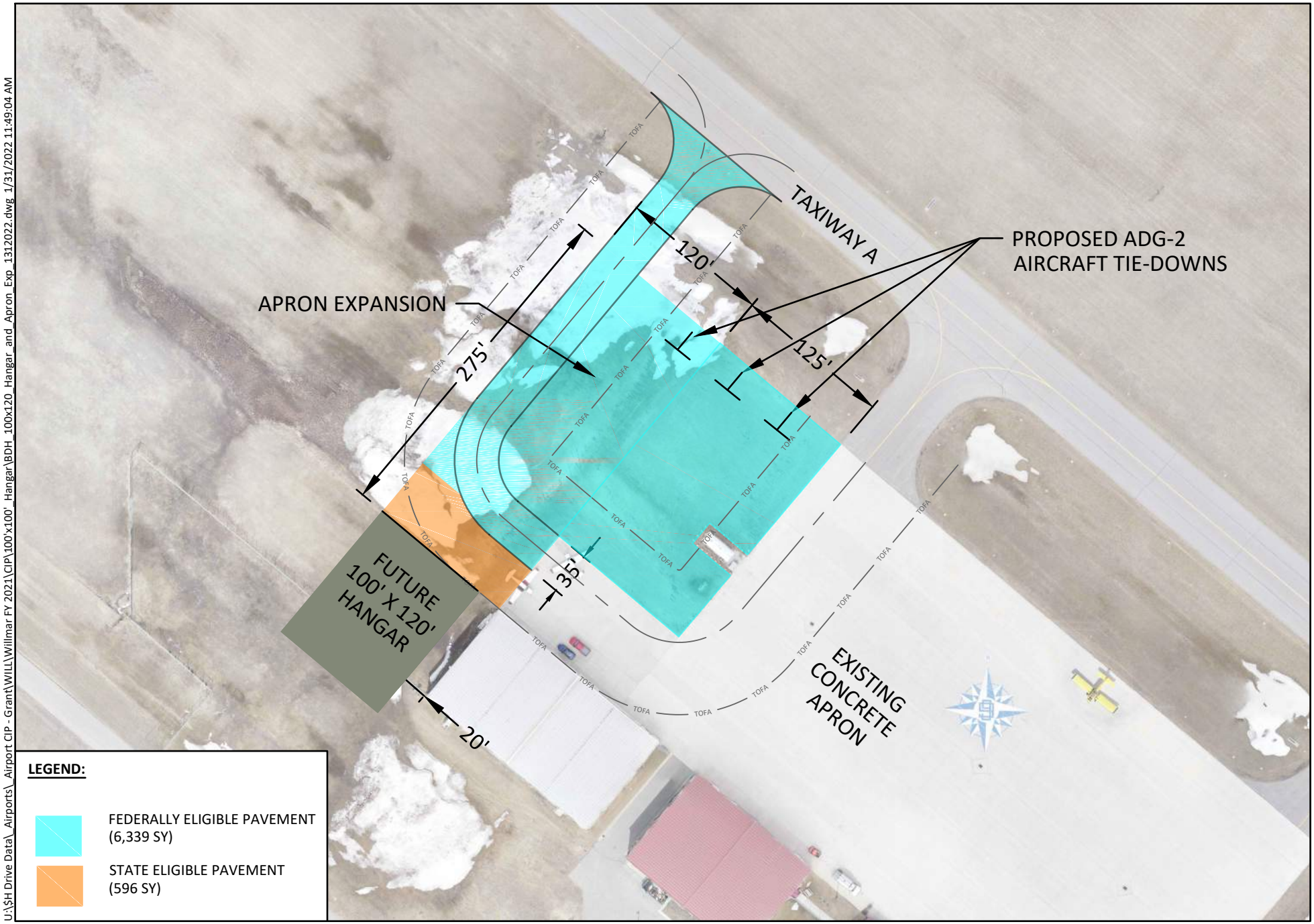
APRON EXPANSION

WILLMAR MUNICIPAL AIRPORT (BDH)

PROJECT LAYOUT

JANUARY 2022

BOLTON & MENK



U:\$H Drive Data_Airports_Airport CIP - Grant\WILL\Willmar FY 2021\CIP\100'x100'_Hangar\BDH_100x120_Hangar_and_Apron_Exp_1312022.dwg 1/31/2022 11:49:04 AM

PRELIMINARY ENGINEER'S ESTIMATE

APRON EXPANSION
AIP NO. 3-27-0115-13-22/SP NO. A3401-69
WILLMAR MUNICIPAL AIRPORT (BDH)
WILLMAR , MINNESOTA

PAVEMENT ELIGIBLITY			FUNDING PARTICIPATION %	
TOTAL AREA (SY)	6,935		LOCAL %	7.1485%
FAA ELIGIBLE (SY)	6,339	91.41%	FAA %	82.2653%
STATE ELIGIBLE (SY)	596	8.59%	STATE %	10.5862%

BOLTON & MENK
Real People. Real Solutions.

1/31/2022

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount	FAA %	State %	Local %	FAA Amount	State Amount	Local Amount
SCHEDULE 1: APRON EXPANSION											
1	CONTRACTOR STAKING	1	LUMP SUM	$7,000.00	$7,000.00	90%	5%	5%	$6,300.00	$350.00	$350.00
2	LOW PROFILE BARRICADES	5	EACH	$250.00	$1,250.00	90%	5%	5%	$1,125.00	$62.50	$62.50
3	MOBILIZATION	1	LUMP SUM	$55,000.00	$55,000.00	90%	5%	5%	$49,500.00	$2,750.00	$2,750.00
4	DRAIN TILE,COMPLETE	650	LIN FT	$30.00	$19,500.00	90%	5%	5%	$17,550.00	$975.00	$975.00
5	12" RCP COMPLETE	115	LIN FT	$25.00	$2,875.00	90%	5%	5%	$2,587.50	$143.75	$143.75
6	GEOTEXTILE FABRIC TYPE V	7,480	SQ YD	$5.00	$37,400.00	82.265%	10.586%	7.149%	$30,767.23	$3,959.22	$2,673.55
7	COMMON EXCAVATION	9,970	CU YD	$10.00	$99,700.00	82.265%	10.586%	7.149%	$82,018.52	$10,554.40	$7,127.08
8	SELECT GRANULAR BORROW (CV)	4,990	CU YD	$25.00	$124,750.00	82.265%	10.586%	7.149%	$102,625.99	$13,206.23	$8,917.78
9	SALVAGED TOPSOIL RE-SPREAD	1	ACRE	$5,000.00	$5,000.00	90%	5%	5%	$4,500.00	$250.00	$250.00
10	AGGREGATE BASE (CV) CLASS 6	1,200	CU YD	$35.00	$42,000.00	82.265%	10.586%	7.149%	$34,551.43	$4,446.19	$3,002.38
11	CONCRETE PAVEMENT 6.0"	6,940	SQ YD	$50.00	$347,000.00	82.265%	10.586%	7.149%	$285,460.66	$36,733.97	$24,805.37
12	AIRCRAFT TIE-DOWN	3	SET	$1,000.00	$3,000.00	90.000%	5.000%	5.000%	$2,700.00	$150.00	$150.00
13	FERTILIZER TYPE 1	1	ACRE	$1,000.00	$1,000.00	90%	5%	5%	$900.00	$50.00	$50.00
14	SEED MIXTURE 25-131	1	ACRE	$1,000.00	$1,000.00	90%	5%	5%	$900.00	$50.00	$50.00
15	HYDRAULIC MULCH MATRIX	1	ACRE	$1,000.00	$1,000.00	90%	5%	5%	$900.00	$50.00	$50.00
16	PAVEMENT MARKINGS, YELLOW	460	SQ FT	$5.00	$2,300.00	90%	5%	5%	$2,070.00	$115.00	$115.00
17	SILT FENCE	500	LIN FT	$25.00	$12,500.00	90%	5%	5%	$11,250.00	$625.00	$625.00
				CONSTRUCTION TOTAL:	$762,275.00	83.396%	9.770%	6.834%	$635,706.34	$74,471.25	$52,097.41
				DESIGN ENGINEERING:	$70,000.00	83.396%	9.770%	6.834%	$58,377.15	$6,838.72	$4,784.12
				CONSTRUCTION ADMINISTRATION:	$80,000.00	83.396%	9.770%	6.834%	$66,716.75	$7,815.68	$5,467.57
				CITY ADMINISTRATION:	$1,000.00	83.396%	9.770%	6.834%	$833.96	$97.70	$68.34
				TOTAL:	**$913,275.00**	83.396%	9.770%	6.834%	**$761,634.20**	**$89,223.36**	**$62,417.45**

BDH 2022 FAA ENTITLMENT + BIL BALANCE: $745,000

FEDERAL FUNDING DEFICIT: $16,634.20

City of Willmar

City Council Action Request

Committee Meeting Date:	February 7, 2022	**Agenda Item Number:**	11.
Agenda Section:	Regular	**Originating Department:**	Engineering Department
Resolution	Yes	**Prepared by:**	Engineering Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	2	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	Consider adoption of resolution authorizing Amendment No. 2 to the 2022 Improvement Projects professional services agreement with Bolton and Menk, Inc. in the amount of $207,012.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to adopt the resolution authorizing Amendment No. 2 to the 2022 Improvement Projects professional services agreement with Bolton and Menk, Inc. in the amount of $207,012.

OVERVIEW:
The City entered into an agreement with Bolton and Menk, Inc. on September 7, 2021 for professional services related to the 2022 construction projects (6th Street SW, 13th Street SW, and Litchfield Ave SW). On November 15, 2021 the City approved Amendment No. 1 to the agreement to include additional project areas (Charlotte St SE, Industrial Drive Service Road SW, 1st Street NE, 19th Avenue/Lakeland Drive SE, and parking lots).

Amendment No. 2 to the agreement is requested for a change in scope to the 13th Street SW & Litchfield Avenue SW project. The project originally was for a mill and overlay/partial reconstruction. Following conversations with City and WMU staff, the watermain was found to have experienced numerous breaks and the sanitary sewer consists of aged vitrified clay pipe and block manholes. From those findings, City staff is requesting the scope of this project be changed to a full reconstruction.

BUDGETARY/FISCAL ISSUES:

Original Contract Amount	$391,748
Amendment No. 1	$842,185
Amendment No. 2	$207,012
Actual Final Contract	$1,440,945

ATTACHMENTS:
Council Resolution
Amendment No. 2

Resolution No. ___

A RESOLUTION ACCEPTING CONTRACT AMENDMENT NO. 2 WITH BOLTON AND MENK, INC. FOR THE 2022 CONSTRUCTION PROJECTS.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for the 2022 Construction Projects between the City of Willmar and Bolton and Menk, Inc. of Willmar, Minnesota by Contract Amendment No. 2 in the increased amount of $207,012.

Dated this 7th day of February, 2022

_____
Mayor

Attest:

_____
City Clerk

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

MEMORANDUM

Date: January 12, 2022

To: Gary Manzer
Interim Public Work Director

From: Jared Voge, P.E.
Principal Engineer

Subject: 2022 Construction Projects Proposal
Amendment No. 2
Willmar, Minnesota
Project No.: 0W1.126379

In the Fall of 2021, the City Council approved an engineering services contract and amendment for the proposed 2022 Improvements. The contract included services for a Mill and Overlay/Partial Reconstruction for 13th Street SW & Litchfield Avenue SW. Due to subsequent conversations with City and WMU Staff, we have learned that the watermain has experienced numerous breaks and the sanitary sewer consists of aged vitrified clay pipe and block manholes. At the request of the City, we are proposing that the scope of the project be revised to a Street and Utility Reconstruction.

With the change in the scope, we are proposing that the contract be amended to include additional engineering services. The following is a summary of the engineering services for the original contract amount, the approved Amendment 1 amount, and the proposed Amendment 2 amount:

1. Contract Amount = $391,748.00
2. Contract Amendment No. 1 = $842,185.00
3. Contract Amendment No. 2 = $207,012.00
4. Total Amount (Contract Amount + Amendments) = $1,440,945.00

Please refer to the attached revised proposal for a detailed breakdown of the proposed Amendment No. 2. We recommend that Council pass a motion approving Amendment No. 2.

If you have any questions on the above, please call.

JAV/sjj

Enclosure

Bolton & Menk is an equal opportunity employer.

BOLTON & MENK
Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

January 12, 2022

Gary Manzer
Interim Public Works Director
801 Industrial Drive SW
Willmar, MN 56201

RE: 2022 Construction Projects
6th Street SW, 13th Street SW, & Litchfield Avenue SW
Willmar, MN

Dear Gary,

Bolton & Menk, Inc., is pleased to submit this amended proposal for the 2022 construction projects, which include 6th Street SW, 13th Street SW, and Litchfield Avenue SW. We sincerely thank you for the opportunity and look forward to continuing to serve the City of Willmar.

SCOPE OF SERVICES

It is our understanding that City of Willmar intends to improve 6th Street SW, 13th Street SW, and Litchfield Avenue SW by reconstructing the streets and utilities. Please see the enclosed ***Figure 2*** illustrating the improvement locations. The tasks associated with the improvements are as follows:

1. **Preliminary Design**

   Bolton & Menk, Inc. will prepare a feasibility report, a cost estimate, and a preliminary assessment roll for the improvements along 6th Street SW, 13th Street SW, and Litchfield Avenue SW and review them with City and utilities staff. To aid with the preliminary design, all record drawing information will be requested.

   Field staff will obtain the necessary reconstruction data along by field verification. Our survey crew will obtain topographical data based on NAD 83 horizontal and NAVD 88 vertical datums along 6th Street SW, 13th Street SW, and Litchfield Avenue SW. A Gopher State One Call ticket will be generated for the project, and we will work with City and municipal utilities staff to verify that all utilities are accounted for.

   Bolton & Menk will prepare 30% plans and a cost estimate for the improvements and review them with City and utilities staff.

   The improvements will likely require permits including a NPDES Construction Stormwater permit. We will prepare applications for all required permits and a comprehensive list of permits with the corresponding fees will be provided to the City. All permit fees will be the responsibility of the City of Willmar. As part of the permitting process, Bolton & Menk will verify and document regulations associated with the improvements.

Bolton & Menk is an equal opportunity employer.

2. **Design**
   Bolton & Menk, Inc. will provide 90% design plans and a project manual including technical specifications and SWPPP requirements for the review of the City and utilities staff. A utility meeting will be held to verify the location of all existing utilities and identify any conflicts. Following review of the 90% plans, final plans and specifications incorporating comments received will be prepared for the project. In addition, a construction cost estimate will be provided.

3. **Bidding**
   Bolton & Menk will prepare the project advertisement for bids while working closely with City staff to ensure the bid opening date fits with council meeting schedules. The project will be advertised for a minimum of 21 days in the West Central Tribune, QuestCDN, and our website. Advertisement costs will be the responsibility of the City of Willmar.

   Bolton & Menk, Inc. will distribute bidding documents, prepare any required addenda, conduct the project bid opening, and prepare contract documents.

4. **Construction Services**
   Bolton & Menk, Inc. will administer the construction contract ensuring compliance with the contract documents on behalf of the City while communicating regularly with City staff. We will also provide construction staking and construction observation for the improvements. The Resident Project Representative will provide recommendations regarding the contractor's work, provide clarifications and interpretations of the contract documents based on contractor inquiries, recommend change orders and work change directives and prepare all necessary documents. In addition, the RPR will review and approve shop drawings, and samples as wells as log and track all submittals. Substitutes proposed by the contractor will be evaluated for compliance with the contract documents. The RPR will also observe special inspections or tests such as televising, quality compaction, and review material certifications for compliance with the contract documents. The RPR will document the contractor's progress and prepare and process payment applications based on the work completed. Upon completion of the project, Bolton & Menk, Inc. will prepare the project record drawings.

5. **Project Close-Out**
   Prior to recommending approval of the final project payment application, Bolton & Menk, Inc. will verify all information required by the contract documents is accounted for and a copy of the information exists in the hard copy and electronic project files. We will conduct a final review of the project with City staff for the purpose of preparing a final project punchlist prior to final project payment being issued to the contractor. After all project punch list items have been completed and all paperwork required by the contract has been received from the contractor, Bolton & Menk, Inc. will prepare a letter of acceptance recommending final payment be made to close the contract.

6. **Project Management**
   Bolton & Menk staff will meet with concerned citizens to discuss the project and address questions and concerns in a timely manner. We also understand the importance of good communication with all City staff and will provide the information required from the project to maintain the City's asset management system. Bolton and Menk, Inc. will keep the City council and staff informed of the project status and attend meetings when the project is on the agenda to present information regarding the project and respond to questions. We will provide the necessary meeting materials, including change orders, reports, resolutions, and presentations,

including all requirements for special assessments. Upon completion of the project, we will also provide the City with hard and electronic copies of the entire project file.

This proposal does not include any services related to geo-technical investigations or construction materials testing. These services are available upon request.

Compensation

We propose to complete the services identified in the above Scope of Services for an HOURLY NOT TO EXCEED fee of $598,760. The breakdown of those costs are as follows:

	6th Street SW Reconstruction	13th Street SW & Litchfield Avenue SW Reconstruction
1. Preliminary Design	$ 86,110	$ 51,780
2. Design	$ 75,335	$ 65,785
3. Bidding	$ 5,260	$ 5,260
4. Construction Services	$ 176,350	$ 92,500
5. Project Close-Out	$ 3,985	$ 3,985
6. Project Management	$ 19,695	$ 12,715
Total:	$ 366,735	$ 232,025

Please see the attached ***Figure 1*** for a more detailed estimate of the hours and costs.

Preliminary Schedule

Bolton & Menk, Inc. will initiate providing the scope of services immediately following execution of this proposal. Our proposed schedule for completing the major tasks outlined within this proposal includes estimated dates for completion and will be adjusted as the project progresses:

	6th Street SW Reconstruction	13th Street SW & Litchfield Avenue SW Reconstruction
1. Preliminary Design	January 18, 2022	January 18, 2022
2. Design	February 21, 2022	February 21, 2022
3. Bidding	March 23, 2022	March 23, 2022
4. Construction Services	June 16, 2023	June 16, 2023
5. Project Close-Out	July 17, 2023	July 17, 2023
6. Project Management	Ongoing	Ongoing

We will submit invoices for payment monthly based on the time spent completing the tasks identified above. If less hours than those estimated are required to complete the tasks, the invoice amounts will be less. Any significant changes to the project scope initiated by the Owner may require an additional fee. Any additional fees will be billed at our Standard Hourly Rates. In addition, Bolton & Menk, Inc. is also willing to provide additional services which have not been mentioned above at our Standard Hourly Rates.

If you have any questions regarding our proposal, please contact me at your convenience at 612-756-0326 or Jared.Voge@bolton-menk.com. We look forward to assisting you with another successful project and appreciate the opportunity to continue to serve the City of Willmar. We are prepared to proceed upon your notification.

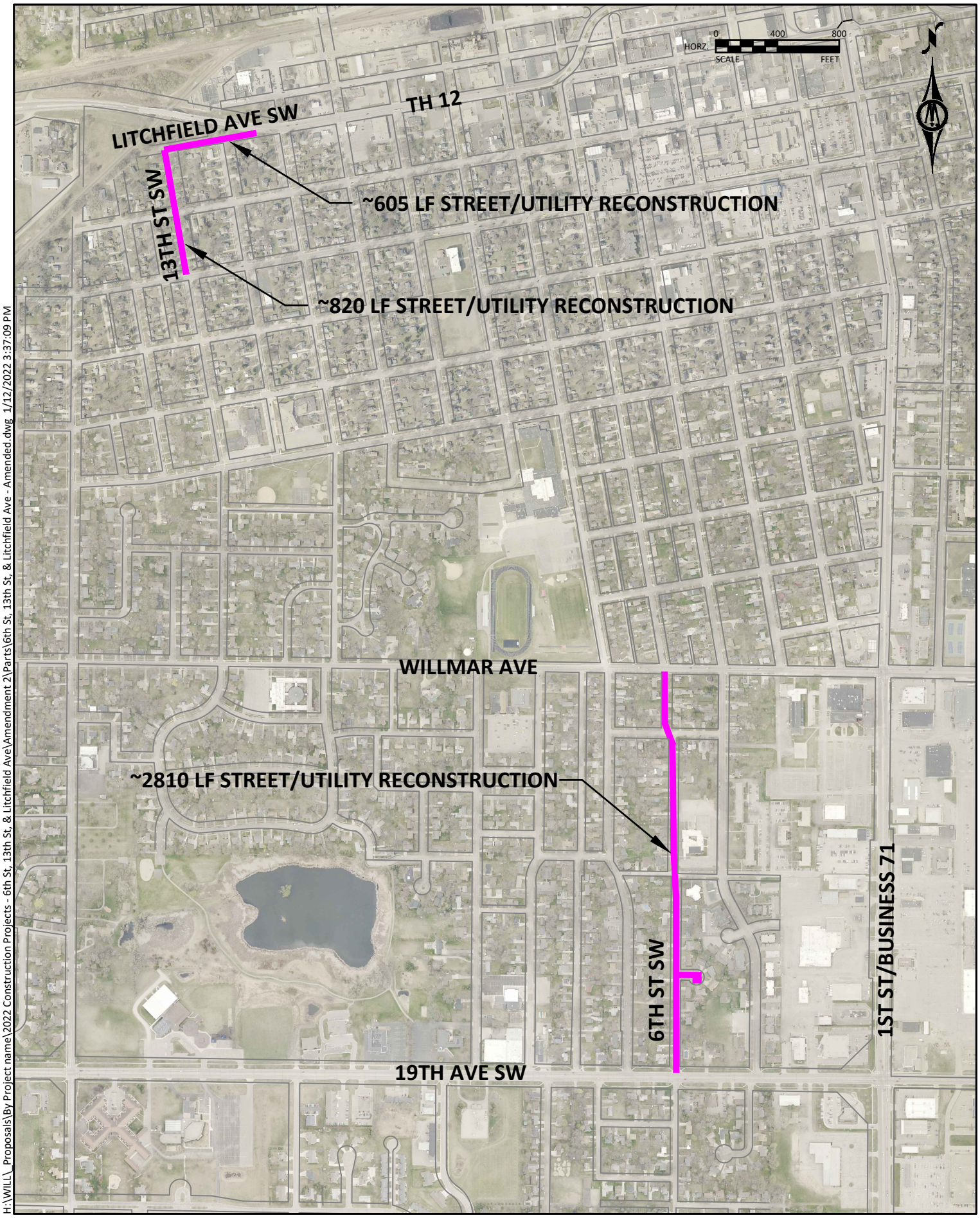
Sincerely,

Bolton & Menk, Inc.

Jared Voge
Principal Engineer

Figure 1: Detailed Cost Estimate

Client: City of Willmar Project: 2022 Construction Projects		Bolton & Menk, Inc.										
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Project Engineer	Design Engineer/Resident Project Representative	Water Resources Engineer	Project Surveyor	Survey Tech	Survey Crew	Clerical	Total Hours	Total Cost
Area A - 6th Street SW Reconstruction												
1.0	Preliminary Design	16	22	210	224	32	12	40	60	20	636	$86,110
2.0	Design Phase	19	57	169	239	41	0	0	0	32	557	$75,335
3.0	Bidding	4	7	6	0	0	0	0	0	28	45	$5,260
4.0	Construction Services	17	35	163	972	0	8	28	99	44	1366	$176,350
5.0	Project Closeout	2	4	13	8	0	0	0	0	2	29	$3,985
6.0	Project Management	49	9	34	8	0	0	0	0	39	139	$19,695
	Total Hours	107	134	595	1451	73	20	68	159	165	2772	
	Average Hourly Rate	$185.00	$170.00	$135.00	$125.00	$160.00	$145.00	$135.00	$150.00	$90.00		
	Subtotal - Area A	$19,795	$22,780	$80,325	$181,375	$11,680	$2,900	$9,180	$23,850	$14,850	**$366,735**	
Area B - 13th Street SW & Litchfield Avenue SW Reconstruction												
1.0	Preliminary Design	16	22	116	160	8	4	16	24	20	386	$51,780
2.0	Design Phase	11	55	149	209	33	0	0	0	32	489	$65,785
3.0	Bidding	4	7	6	0	0	0	0	0	28	45	$5,260
4.0	Construction Services	13	31	87	428	0	8	28	76	36	707	$92,500
5.0	Project Closeout	2	4	13	8	0	0	0	0	2	29	$3,985
6.0	Project Management	21	9	26	8	0	0	0	0	31	95	$12,715
	Total Hours	67	128	397	813	41	12	44	100	149	1751	
	Average Hourly Rate	$185.00	$170.00	$135.00	$125.00	$160.00	$145.00	$135.00	$150.00	$90.00		
	Subtotal - Area B	$12,395	$21,760	$53,595	$101,625	$6,560	$1,740	$5,940	$15,000	$13,410	**$232,025**	
Total Fees All Areas												
	Total Hours	174	262	992	2264	114	32	112	259	314	4523	
	Average Hourly Rate	$185.00	$170.00	$135.00	$125.00	$160.00	$145.00	$135.00	$150.00	$90.00		
	Total Fees	$32,190	$44,540	$133,920	$283,000	$18,240	$4,640	$15,120	$38,850	$28,260		
	Total Fee											**$598,760**



H:\WILL_Proposals\By Project name\2022 Construction Projects - 6th St, 13th St, & Litchfield Ave\Amendment 2\Parts\6th St, 13th St, & Litchfield Ave - Amended.dwg 1/12/2022 3:37:09 PM

City of Willmar

City Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	12.
Agenda Section:	Regular	**Originating Department:**	Public Works Department
Resolution	Yes	**Prepared by:**	Public Works Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	Two	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	City Engineering Department recommending adopting the resolution reappropriating funds from the 2022 CIP for the purchase of two docks.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to adopt the resolution reappropriating $15,400 from the 2022 CIP Public Works Signal Pole Painting to fund the purchase of two docks for the boat landings at the Foot Lake and Willmar Lake access points.

OVERVIEW:
The City owns and maintains the boat landing docks at the access for Foot Lake and Willmar Lake. When Public Works staff took the docks out for the season, two of the docks' under carriage failed due to extensive rust damage and are beyond repair.

Staff contacted MINNCOR Industries, through the Minnesota Department of Corrections, to purchase new docks through State Contract M-566(5). They manufacture boat landing docks within the correctional facilities to provide incarcerated people job skills training to aid in successful transition into the community.

BUDGETARY/FISCAL ISSUES:
Each dock is $7,400 plus $600 to ship both to the Public Works Garage.

ATTACHMENTS:
Council Resolution
Quote

Resolution No._____

REAPPROPRIATING FUNDS FROM PUBLIC WORKS SIGNAL POLE PAINTING TO THE PUBLIC WORKS DOCKS PURCHASE FOR THE AMOUNT OF $15,400.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, to re-appropriate $17,000 from the Public Works Signal Pole Painting project to the Public Works Boat Landing Docks purchase.

BE IT FURTHER RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the Capital Improvement Fund Budget as follows:

Decrease:	Public Works Signal Pole Painting amount. $15,400
Increase:	Public Works Boat Landing Docks amount, $15,400

Dated this 7th day of February, 2022

_____
Mayor

Attest:

_____
City Clerk

MINNCOR Industries
2420 Long Lake Rd
Roseville, MN 55113

Main .....: 651.361.7500
Toll Free ..: 800.MINNCOR
Fax .....: 651.603.0119
E-mail ....: customer-service@minncor.com

DEPARTMENT OF CORRECTIONS
MINNCOR INDUSTRIES

Quotation

Number .....: SQ-027679-2
Quotation Date .....: 2/7/2022
Page .....: 1 of 1
Customer PO Number ..:
Your Contact .....:
Sales Responsible .....: Jessica Berg
Quotation Expiration Date: 3/9/2022
Terms .....: NET 30

Bill To:
City of Willmar Public Works
801 Industrial Dr. SW
Willmar, MN 56201

Deliver To:
City of Willmar Public Works
801 Industrial Dr. SW
Willmar, MN 56201

Line#	Item number	Item Name	Quantity	Unit	Unit price	Req Ship Date	Amount
1	DockMobileRollIn Dept: 10 CC: 10	Mobile Roll in Dock Dock Frame Only ****IRON WHEELS NOT PLASTIC***** w/PlasticWhls 5x30 MCADeck	2.00	EA	7,400.0000	2/7/2022	14,800.00
2	CustomerDockorSite Dept: 10 CC:	Customer Dock or Site Delivery Product will be delivered to the customer specified receiving area or loading dock. Product will remain in factory packaging. ***Freight by Hering via email dated 2/7/22***	1.00	EA	600.0000	2/7/2022	600.00

Sales balance	Sales tax	Total
15,400.00	0.00	15,400.00

City of Willmar

City Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	13.
Agenda Section:	Regular	**Originating Department:**	Engineering Department
Resolution	Yes	**Prepared by:**	Engineering Department
Ordinance	No	**Reviewed By:**	Leslie Valiant City Administrator
No. of Attachments	2	**Presented By:**	Gary Manzer Interim Public Works Director
Item:	City Engineering Department recommending adopting the resolution approving the Cooperative Construction Agreement with Kandiyohi County for the overlay improvements project on 7th Street NW.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to adopt the resolution approving the Cooperative Construction Agreement with Kandiyohi County for the 7th Street NW overlay Project No. 2203-C.

OVERVIEW:
The County has construction scheduled in 2022 for an overlay project of 7th Street NW (County State Aid Highway 41) from Park Avenue to near CSAH 24 in Willmar. They are requesting the City's participation in removing and replacing sewer pipe, connection to an existing manhole, removal and replacement of bituminous pavement for the Rau Park parking lots, bituminous for spot patching along the path, and new concrete curb and gutter.

BUDGETARY/FISCAL ISSUES:
The County estimates the City's portion of the agreement is $74,187.50.

ATTACHMENTS:
Council Resolution
Cooperative Construction Agreement

Resolution No._____

A RESOLUTION AUTHROIZING ENTERING INTO COOPERATIVE CONSTRUCTION AGREEMENT BETWEEN THE CITY AND KANDIYOHI COUNTY FOR PROJECT NO. 2203-C.

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to enter into a Cooperative Construction Agreement between the City of Willmar and Kandiyohi County for Project No. 2203-C 7th Street NW overlay.

Dated this 7th day of February, 2022

_____
Mayor

Attest:

_____
City Clerk

KANDIYOHI COUNTY & CITY OF WILLMAR
COOPERATIVE CONSTRUCTION AGREEMENT
SAP 034-641-010 & CIP 2203
IMPROVEMENT PROJECT

THIS AGREEMENT, made this _____ day of _____, 2022, by and between the COUNTY OF KANDIYOHI, MINNESOTA, party of the first part, hereinafter known as COUNTY and the CITY OF WILLMAR, MINNESOTA, a municipal corporation, party of the second part, hereinafter known as CITY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the COUNTY for itself, and the CITY for itself, as follows:

SAP 034-641-010 & CIP 2203
THIS agreement shall apply only to the improvement of County State Aid Highway (CSAH) 41 (7th St NW) from Park Avenue to near CSAH 24 in Willmar as detailed in the SAP 034-641-010 / CIP 2203 improvement plans for said project.

Administration of the Project
The CITY agrees that the COUNTY shall hereafter act as the agent of the CITY in the award and administration of the contract for the SAP 034-641-010 / CIP 2203 improvement plans.

Estimated Construction Costs
Estimated pre-bid construction costs incurred by the respective parties of this agreement are shown in **Exhibit A**, which is attached to and made part of this agreement. An Abstract of Low Bid will be provided to CITY after bids are opened and will be made part of this agreement.

County Costs
The COUNTY agrees to finance and make contractor payments for all construction items as shown in the attached **Exhibit A**. The COUNTY also agrees to provide, with its own funds, design and construction inspection services.

City Costs and Payments
The CITY agrees to reimburse the COUNTY for 100% of the city construction items as shown under CIP 2203 as provided in the attached **Exhibit A**, including the items shown under "additional work" if required.

The CITY also agrees that upon presentation of reimbursable costs certified to the CITY by a COUNTY generated Request for Payment; the CITY shall make payment within 30 days.

Designated COUNTY/CITY Representatives
The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The City of Willmar Administrator shall be the designated CITY representative to approve any needed modification of the Plans affecting City costs requiring a Change Order.

COUNTY AND CITY APPROVAL

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

CITY OF WILLMAR

Date:_____

BY:_____ BY:_____

City Mayor City Administrator

Approved as to Form and Execution this _____ day of _____, 2022

_____

Robert Scott, City Attorney

COUNTY OF KANDIYOHI

Date:_____

By:_____ BY:_____

Chairman of County Board County Auditor/ Treasurer

Approved as to Form and Execution this _____ day of _____, 2022

_____

Shane Baker, County Attorney

EXHIBIT A

KANDIYOHI COUNTY PUBLIC WORKS				SAP 034-641-010 & CIP 2203			Engineer's Estimate 2-1-2022			
LINE	SPEC. NO.	ITEM	UNIT	UNIT PRICE	034-641-010 QUANTITY	034-641-010 COST	CIP 2203 QUANTITY	CIP 2203 COST	TOTAL AMOUNT	LINE
1	2104.503	Sawing Bituminous Pavement (Full Depth)	Lin Ft	$ 10.00	253	$ 2,530.00			$ 2,530.00	1
2	2104.503	Remove Sewer Pipe (Storm)	Lin Ft	$ 15.00			80	$ 1,200.00	$ 1,200.00	2
3	2104.503	Remove Concrete Curb	Lin Ft	$ 12.00	144	$ 1,728.00			$ 1,728.00	3
4	2104.504	Remove Bituminous Pavement (P)	Sq Yd	$ 2.50			3255	$ 8,137.50	$ 8,137.50	4
5	2104.518	Remove Concrete Walk	Sq Ft	$ 2.50	136	$ 340.00			$ 340.00	5
6	2211.509	Aggregate Base Class 5	Ton	$ 25.00	150	$ 3,750.00			$ 3,750.00	6
7	2215.504	Full Depth Reclamation (5.0") (P)	Sq Yd	$ 2.50	15250	$ 38,125.00			$ 38,125.00	7
8	2123.510	Motor Grader	Hr	$ 180.00	6	$ 1,080.00			$ 1,080.00	8
9	2123.510	Pneumatic Tired Roller	Hr	$ 140.00	6	$ 840.00			$ 840.00	9
10	2130.523	Water	M-Gal	$ 30.00	5	$ 150.00			$ 150.00	10
11	2232.504	Mill Bituminous Surface (3.0")	Sq Yd	$ 2.50	1467	$ 3,667.50			$ 3,667.50	11
12	2232.504	Mill Bituminous Surface (5.5")	Sq Yd	$ 2.50	15250	$ 38,125.00			$ 38,125.00	12
13	2360.509	Type SP 9.5 Wearing Course Mixture (2,C)	Ton	$ 60.00	4992	$ 299,520.00	905	$ 54,300.00	$ 353,820.00	13
14	2503.503	12" RC Pipe Sewer Class 4	Lin Ft	$ 55.00			78	$ 4,290.00	$ 4,290.00	14
15	2503.602	Connect to Existing Manhole	Each	$ 500.00			1	$ 500.00	$ 500.00	15
16	2521.518	6" Concrete Walk	Sq Ft	$ 35.00	172	$ 6,020.00			$ 6,020.00	16
17	2531.503	Concrete Curb & Gutter Design B624	Lin Ft	$ 40.00			144	$ 5,760.00	$ 5,760.00	17
18	2531.618	Truncated Domes	Sq Ft	$ 55.00	16	$ 880.00			$ 880.00	18
19	2573.503	Silt Fence Type MS	Lin Ft	$ 2.50	636	$ 1,590.00			$ 1,590.00	19
20	2574.507	Boulevard Topsoil Borrow	Cu Yd	$ 50.00	273	$ 13,650.00			$ 13,650.00	20
21	2574.508	Fertilizer Type 3	LB	$ 1.50	150	$ 225.00			$ 225.00	21
22	2575.508	Seed Mixture 25-131	LB	$ 10.00	100	$ 1,000.00			$ 1,000.00	22
23	2575.508	Hydraulic Bonded Fiber Matrix	LB	$ 2.00	1500	$ 3,000.00			$ 3,000.00	23
24	2580.501	Interim Pavement Marking	LS	$ 500.00	1	$ 500.00			$ 500.00	24
25	2582.503	4" Broken Line Paint	Lin Ft	$ 0.10	247	$ 24.70			$ 24.70	25
26	2582.503	4" Solid Line Paint	Lin Ft	$ 0.15	405	$ 60.75			$ 60.75	26
27	2582.503	4" Double Line Paint	Lin Ft	$ 0.15	2774	$ 416.10			$ 416.10	27
					Totals	$ 417,222.05		$ 74,187.50	$ 491,409.55	

Additional work billable to the City of Willmar if not completed prior to project:

A	2021.501	Mobilization	LS	$ 10,000.00			1	$ 10,000.00	$ 10,000.00	A
B	2101.501	Clearing and Grubbing	LS	$ 2,500.00			1	$ 2,500.00	$ 2,500.00	B
C	2104.601	Remove Bituminous Pavement	LS	$ 3,750.00			1	$ 3,750.00	$ 3,750.00	C
D	2211.509	Aggregate Base Class 5	Ton	$ 25.00			60	$ 1,500.00	$ 1,500.00	D
E	2574.507	Boulevard Topsoil Borrow	Cu Yd	$ 50.00			30	$ 1,500.00	$ 1,500.00	E
								$ 19,250.00	$ 19,250.00	

City of Willmar

Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	14.
Agenda Section:	Action	**Originating Department:**	Parks and Recreation
Resolution	Yes	**Prepared by:**	Rob Baumgarn, Parks and Recreation Director
Ordinance	No	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	2	**Presented By:**	Rob Baumgarn, Parks and Recreation Director
Item:	City of Willmar Facility Use Policy- Update on cancellation procedures on shelters		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to recommend to the City Council of Willmar to approve a shelter cancellation refund policy change to a ten (10) business day cancellation notice with appropriate fee applied.

OVERVIEW: The original shelter rental cancellation policy stated that if a cancellation was made within three (3) days, the renter would be charged either a $10.00 fee or 50% of their total, whichever was less.

Staff discussed the policy change at the Parks and Recreation Board on the January 19th meeting. The Parks and Recreation board agreed that three (3) days is not enough notice from the renter if a cancellation would occur. The reason for this change is that staff has seen an increased number of last-minute cancellations. The three (3) day notice is not enough time for staff or the public to rent the shelter out again, which would result in a loss of revenue.

It is the Parks and Recreation Board and staff recommendation that cancellation notice should be increased to ten (10) business days. If the renter cancels before the ten (10) day notice, a full refund will be issued. If the cancellation is made inside of the ten (10) days of the rental date, the renter will not receive their rental fee back. Their damage deposit for the shelter will be returned.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER:
Don't approve the policy change
Suggest alternatives to the policy change

BUDGETARY/FISCAL ISSUES:
Open Shelter #2 - $40.00
Guri, Hilltop, Shelter #1 and Rice $110.00
Four Season Shelter $130.00

ATTACHMENTS:
Resolution and Facility Use Policy

Resolution No. ___

A RESOLUTION APPROVING THE SHELTER CANCELLATION POLICY CHANGE

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to approve the shelter cancellation refund policy change to a 10-business day and with appropriate fees applied.

Dated this 7th Day of February, 2022

_____

Mayor

Attest:

_____

City Clerk

Facility Use Procedures

Background Information

It is the policy of the City of Willmar to encourage the use of the City facilities by the citizens living in the City of Willmar and the surrounding communities. Fees for the use of City facilities may take into consideration building security, public safety and cost to the City and other appropriate factors as approved by the City Council. Implementation of this policy requires both City staff and community cooperation.

City facility rules and regulations under this policy shall apply to all property owned and managed by the City and shall be in effect at all times when City property is used for non-City functions. Rules and regulations regarding facility use are the responsibility of the City Council. Fees may be imposed on all users generating revenue while utilizing a City facility. The City Council has the ultimate approval over any fee changes through the budget process.

Application Procedures

A City Facility Use Application Form must be filled out for each facility use before a permit will be issued. One application may be used for a series of meetings. Applications may be obtained at the Parks and Recreation Office or the main office at each City building. Facility Use Application forms should be submitted to the Parks and Recreation Office at least **TEN (10) business days** in advance of the proposed date of usage but no earlier than 90 days in advance of proposed date (excluding City of Willmar calendar events). No function can be bumped within 2 days of the event (Exception: City of Willmar sponsored events due to weather cancellation). City of Willmar staff must fill out applications for City related programs. Priority will be given to the earliest request based on classes listed below:

Class A	**City Sponsored Events** ▪ Parks and Recreation Activities ▪ **No Staffing or Rental Fees Apply**
Class B	**Community/Governmental Agencies** ▪ Willmar Public Schools and other governmental users ▪ Community oriented nonprofit organizations not generating or exchanging money ▪ Insurance policy is required with groups over 200 people ▪ Staffing fees applied when necessary ▪ **No Rental Fees Apply**
Class C	**For Profit/Generating Income** ▪ All non Class A or B users ▪ Groups generating money (includes free will donations or passing the hat) ▪ Any time money is exchanged ▪ Insurance policy is required with groups over 200 people ▪ Staffing fees applied when necessary ▪ **Rental Fees Apply**

Facility Use Fee:

Organizations that do not pay for use of facilities each time they schedule a usage, will be subject to a participant fee. The participant fee if $5.00 per person per organization, per season, and will be charged to user groups such as: Willmar Athletic Associations, Scout Groups, Church Programs, and any other organization that use City facilities on a regular basis. This fee is subject to annual review with the City Council being responsible for approving the fee schedule.

GENERAL RULES AND REGULATIONS

Security/Supervision

1. Permit holders are responsible for providing competent and adequate supervision for all activities at all times. Frequent community users may be required to submit a supervision plan prior to use. Supervisors may be required to enforce City of Willmar building rules provided by the Parks and Recreation Department.
2. At the City of Willmar's discretion, supervision may be assigned at the user's expense. It is the role of the Parks and Recreation supervisor to ensure proper use of facilities, but is not required to supervise a group or its activities.

3. Persons in attendance must confine themselves to areas permitted for use. Adults are responsible to keep children in permitted areas only.
4. Disorderly conduct is prohibited. This includes foul language, damaging or defacing City or personal property and removing artwork and posters.
5. Exterior doors are not to be propped open. If door is not keyed open, the permit holder must station an attendant at the door until all participants have arrived.
6. Permit holders are asked to monitor the area around their activity for persons entering the building who are not part of the permit holders group.
7. All users are liable for any alarms that are set-off during their event

Advertisements

Any advertising or publicity about your event must indicate that the name of the facility is the meeting location and that the City of Willmar, in making such facility available for use according to this policy, is not endorsing or sponsoring the event.

Cancellations

1. Permits are non-transferable and are restricted to the stated hours and intended use of facility as stated on the facility use permit.
2. Changes, additions or cancellations must be made through the Parks and Recreation Office at least 3 days in advance of scheduled use. Failure to do so may result in a charge to the user at a rate of $10.00 or 50% of the estimated charges, whichever is less.
3. An approved permit shall confer no interest in property on the applicant, and the City of Willmar reserves the right to cancel or revoke any permit at any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation on account of any loss, damage or expense whatsoever.

Site Supervisor-Duties

Basic responsibilities of the site supervisor shall be:

1. Unlock necessary doors at established time and turn on lights in scheduled area
2. Check the permit for special services requested.
3. Meet the group when they arrive, inform them where they will be working and may be reached.
4. Specially scheduled groups occasionally might need additional services such as set-up, extra equipment or clean-ups. There will be a charge for these extra services to attend to their needs. The site supervisor should inform the group if they will be away from the area for any length of time and where they can be found.

Cleanup Charges

1. All groups are responsible for leaving the facilities in the same or better condition than when they arrived.
2. If extra effort is required for cleanup following the use of the facilities, an additional charge for personnel costs will be added to the charges.

Equipment Use

1. Use of City equipment must be requested on the permit at time of application,
2. Equipment use is generally limited to volleyball standards, nets, basketball hoops etc. Charges will be assessed for undue wear or damages.
3. Generally, the permit holder must set up and take down equipment, leaving the room in the same condition as found. Equipment owned by the City of Willmar shall not be moved unless requested in advance through the Parks and Recreation Department. Permission to move equipment may be given by the site supervisor.
4. Any apparatus or other equipment moved into the building must have prior approval by both the Parks and Recreation Department and must be removed promptly after each use so as not to interfere with the regular City programs. Charges may apply.
5. Requests must be listed on the facility use permit for audio/visual equipment.

Illegal Behavior

1. Use of tobacco products, including through electronic delivery devices, is prohibited in all City buildings and City of Willmar grounds.
2. The permit holder shall assume full responsibility for any unlawful act committed on the premises during their activity.

3. The use of intoxicating beverages or controlled substances anywhere in or on the premises is prohibited. Violation constitutes immediate revocation of permit.
4. All local ordinances and state laws and regulations of the Police and Fire Departments must be observed.

Weather

1. Snow removal is not guaranteed on non-City days. Users who require snow removal must make arrangements with the Parks and Recreation Department.
2. Facility permits will be cancelled when The City is closed due to inclement weather. All activities will be cancelled on emergency closing days with no additional charges assessed upon reschedule.

Liability

1. Permit holders shall agree to indemnify the City of Willmar for any and all damages by any person or persons attending the activity, and indemnify the City of Willmar against any and all liability and any and all damage to persons or person.
2. For groups in classes B and C above or any gatherings of more than 200 persons, the permit holder shall carry and maintain public liability insurance, with the City as an additional insured, providing insurance coverage for bodily injury, death and property damage occurring in connection with the permit holder's use of the City's facilities or equipment. Such insurance shall provide coverage in amounts at least equal to the City's maximum liability limits as provided by state law, or such higher limits as may be required by the City based on the size and nature of the event.
3. City of Willmar may not be held liable for loss or destruction of personal items.
4. In the event of damage to City property, applicants shall accept the City of Willmar's estimate of the amount of damage and shall pay all appropriate costs.

Appeals Process

1. Questions regarding scheduling and billing may be made to the Parks and Recreation Coordinator.
2. Questions regarding other facility use issues may be made first to the Coordinator, second to the Parks and Recreation Director, and finally to the Parks and Recreation Advisory Council or committee designee.

Additional rules and regulations may be developed for particular facilities; permit holders shall apply with all such facility-specific rules and regulations in addition to those set forth in this policy.

Fees

BALL FIELDS

Baseball/Softball Fields	$50.00 per game
	$250.00 daily rate per field
Lights for ball fields	$25.00 per day per field
Baker Field (field only)	$300.00 per day
Orange Field	$250 per day
Picnic Area behind Taunton Stadium	$75.00 per day

SHELTERS

Four Season Shelter	$130.00 per day
Enclosed Park Shelters (Robbins Island & Rice Park)	$110.00 per day
Open Shelter #1 (has electricity)	$40.00 per day
Open Shelter #2 & Lions (no electricity)	$30.00 per day

EQUIPMENT

Bleachers – 7 High	$100.00 per day plus staff costs
Picnic Tables Rental (12 maximum)	$10.00 per table per day
(for pickup only – no delivery)	
Barricades	$2.00 per day
Minimum charge for hauling barricades	$20.00

SHOWMOBILE

Events in Willmar (not for profit)	$215.00 per day + staff expenses
Events in Willmar (for profit)	$500.00 per day + staff expenses
(Plus Clean-up/Damage Deposit)	$200.00
Staff Expenses	$80.00-$280.00 depending upon number of staff

AQUATIC CENTER

Individual Season Pass	$90.00
Family of Two	$130.00
Family of Three	$140.00
Family of Four	$150.00
Family of Five	$160.00
Family of Six	$170.00
Each Additional Family Member	$15.00
Daily Admission Rate	$3.00
Observers	$3.00
Group Admissions	$2.50
Discount Coupons:	
10 coupons	$25.00
20 coupons	$45.00
Pool Rental – 2 hour minimum	$100.00 per hour plus guard/staff fees

CITY AUDITORIUM

Gym Rental	$50.00 per hour not to exceed $300.00 per day
Staffing	$20.00 per hour
Range Rental	$80.00 per hour plus certified Rangemaster (if the group doesn't have one)
Open Range	$8.00 per half hour

CIVIC CENTER

Cardinal Arena Dry Floor events	$580.00 per day plus services
Ice Rental	$155.00 per hour after April 1
Blue Line Arena Dry Floor events	$400.00 per day plus services

Ice Rental	$155.00 per hour after April 1
Lobby	$75.00 per day
Staffing	$20.00 per hour

COMMUNITY CENTER

Burlington Northern or Selvig Rooms	$60.00 each per day OR $100.00 per day for both
Sunshine Room	$40.00 per day
Reynolds Room	$25.00 per day
Staffing	$20.00 per hour

City of Willmar

Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	15.
Agenda Section:	Regular	**Originating Department:**	City Clerk
Resolution	Yes	**Prepared by:**	Judy Thompson City Clerk
Ordinance	N/A	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	1	**Presented By:**	Judy R. Thompson, City Clerk
Item:	Premise Permit for Willmar Hockey Association at the Foxhole Brewhouse Incorporated		

RECOMMENDED ACTION:
Motion By: _____ Second By: _____, to Adopt the Resolution to Approve the Premise Permit and Direct the City Clerk to Forward Same to the Gambling Control Board.

OVERVIEW:
The Willmar Hockey Association is making application to the Gambling Control Board to obtain a Premise Permit for a Gambling License at the Foxhole Brewhouse Incorporated located at 313 4th Street SW, Suite 1.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: Deny the Willmar Hockey Association Premise Permit

BUDGETARY/FISCAL ISSUES: N/A

ATTACHMENTS: 1

RESOLUTION NO.

REQUESTING THAT THE MINNESOTA GAMBLING CONTROL BOARD APPROVE THE APPLICATION FOR A PREMISE PERMIT FOR THE WILLMAR HOCKEY ASSOCIATION

Motion By:_____ Second By:_____

WHEREAS, the Willmar Hockey Association has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Foxhole Brewhouse Incorporated, 313 4th Street SW, Suite 1, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the Willmar Hockey Association and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the Willmar Hockey Association.

Dated this 7th day of February, 2022.

_____
MAYOR

ATTEST:

_____
CITY CLERK

City of Willmar

Council Action Request

Council Meeting Date:	February 7, 2022	**Agenda Item Number:**	16.
Agenda Section:	Regular	**Originating Department:**	City Clerk
Resolution	Yes	**Prepared by:**	Judy Thompson City Clerk
Ordinance	N/A	**Reviewed By:**	Leslie Valiant, City Administrator
No. of Attachments	1	**Presented By:**	Judy R. Thompson, City Clerk
Item:	Premise Permit for Willmar Hockey Association at the Willmar Community Golf Club, Inc.		

RECOMMENDED ACTION:
Motion By: _____Second By: _____, to Adopt the Resolution to Approve the Premise Permit and Direct the City Clerk to Forward Same to the Gambling Control Board.

OVERVIEW:
The Willmar Hockey Association is making application to the Gambling Control Board to obtain a Premise Permit for a Gambling License at the Willmar Community Golf Club, Inc. located at 1000 26th Avenue NE.

PRIMARY ISSUES/ALTERNATIVES TO CONSIDER: Deny the Willmar Hockey Association Premise Permit

BUDGETARY/FISCAL ISSUES: N/A

ATTACHMENTS: 1

RESOLUTION NO.

REQUESTING THAT THE MINNESOTA GAMBLING CONTROL BOARD APPROVE THE APPLICATION FOR A PREMISE PERMIT FOR THE WILLMAR HOCKEY ASSOCIATION

Motion By:_____ Second By:_____

WHEREAS, the Willmar Hockey Association has applied to the Minnesota Gambling Control Board to obtain a Premise Permit for a Gambling License at the Willmar Community Golf Club, Inc., 1000 26th Avenue NE, Willmar, Minnesota;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City approves of the Premise Permit for the Willmar Hockey Association and respectfully requests that the State of Minnesota Gambling Control Board approve the Premise Permit to the Willmar Hockey Association.

Dated this 7th day of February, 2022.

_____
MAYOR

ATTEST:

_____
CITY CLERK